Mindfulness Online - Technical Information Sheet for Participants

Think of this as an in-person course, much of the same conventions apply here online as they would there. And be aware that, just as you would be visible in-person in a classroom with others, you are here, too.

This course is being delivered live online through the Zoom https://zoom.us platform. With all our courses we work hard to provide a safe environment to enable participants to fully engage with the programme.

To support us with this, when engaging online we ask that you consider your environment when participating in these sessions. Where possible, please use a private space where you will not be disturbed so that you and the group can achieve the highest levels of participation and confidentiality. Where you are not in a private space, to support confidentiality we ask that you use a headset or earphones rather than the speakers on your device, and as much as possible have your screen facing away from the others in the room.

Course Time
If you happen to be connecting in from outside the UK, this is a useful page to check the start and end times:
https://www.thetimezoneconverter.com/?t=11%3A00&tz=London&

Minimum Technical Requirements
- ☐ Computer with high-speed internet connection, microphone, and speakers. Using a smartphone (unless you are calling in) or tablet to join the session is not recommended.
- ☐ Whenever possible, plug directly into the network with a cable instead of using wireless.
- ☐ Please be familiar with using your computer, as technical assistance cannot be provided during the course.
- ☐ Have a phone as a backup, you can always call in if needed. Your participation is much more important than spending time during session trying to solve technical problems.

Pre-Session Checklist
- ☐ Verify your computer is working, including mic, headset (if needed) and speakers.
- ☐ Ensure you have a camera and that it's turned on
- ☐ Support of others in your environment to give you this time.
- ☐ Mobile phone/landline in case of technical difficulties.
- ☐ Printed phone number and meeting ID for session.
- ☐ Please complete any pre-reading supplied beforehand, if possible
- ☐ Other needs eg blanket, water, medications, mat, cushion, etc.

Technical Difficulties:

- ☐ Acknowledge that we may experience technical difficulties just as there may be traffic or other obstacles on the way to an in-person session.
- ☐ Sign out and back in to solve most problems.
- ☐ Don't spend time during session to problem solve. Just phone in, your presence in session is more important than resolving technical speed bumps.
- ☐ Print/copy out the phone number and meeting ID before session and have it available just in case.

Reminders:

- ✓ All sessions start promptly so please aim to join each session in plenty of time for your computer to get started, carry out any updates or processes it may normally do, and for you to sign into the live session. We recommend being online and ready to go at least 10 minutes before each session is scheduled to start, particularly if you are not accustomed to using Zoom, so you can familiarise yourself with the controls. It's helpful to have a practice beforehand. The Zoom meeting will normally be open beforehand for this purpose.
- ✓ Write down or print out the telephone *and* meeting ID for the live online sessions and have those handy. If your computer has any problems, don't try to troubleshoot during session, just phone in – you being able to hear and be heard during session is more important that solving technical issues.
- ✓ Use your computer, not a smart phone or other mobile device like an iPad, for the live session. Some features are less effective on smart phones, and often bandwidth is a problem that's made up for with the better power of a full computer or laptop.
- ✓ Once you're in the Zoom meeting, if your first name isn't shown on the image of yourself, for example just your initials are displayed, please right click on the name shown and amend to your first name. It's helpful for the teacher (and other participants) to know who you are.
- ✓ If you don't have a camera and are joining by telephone, as a courtesy, please always announce your name before speaking.

Video to watch: Zoom Join a Meeting tutorial: https://www.youtube.com/watch?v=hIkCmbvAHQQ

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