



Virtual Workshop Participant Guide



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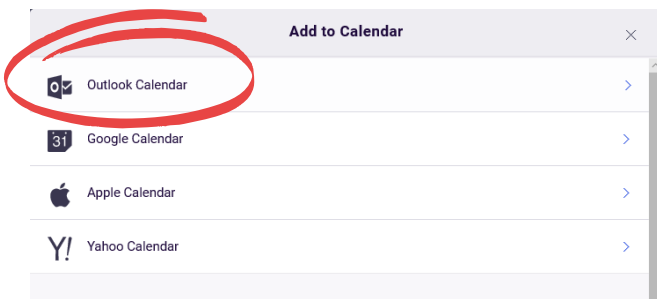
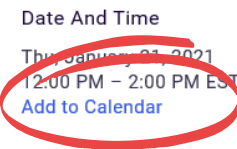
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Save Event to Calendar from Eventbrite

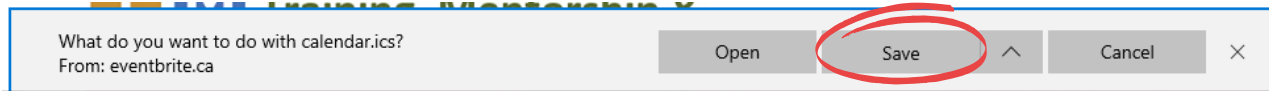
1. On the Eventbrite page, under the "Register" button, click "Add to Calendar".



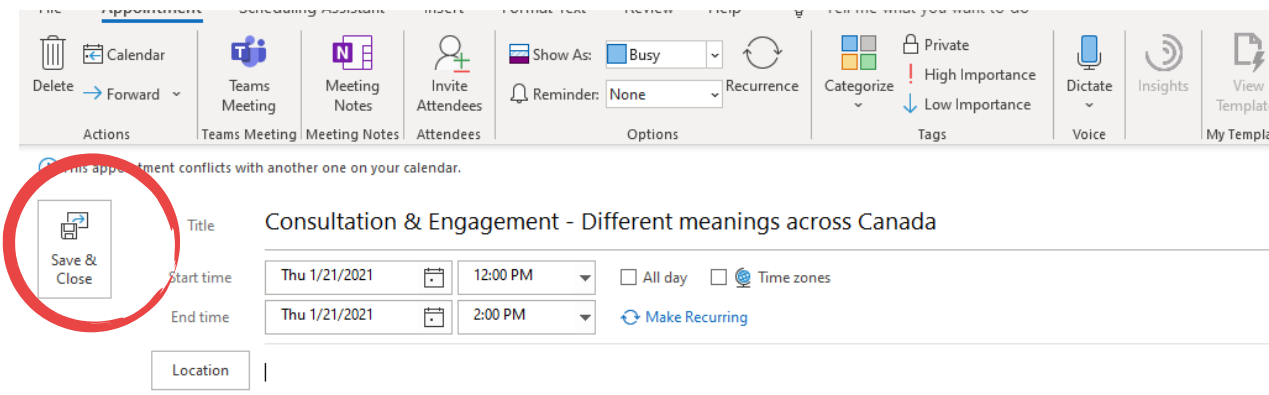
2. Click on your preferred calendar.



3. A prompt will appear at the bottom of your screen. Select "Save" and then "Open".



4. Click "Save & Close". The event will now be in your personal calendar.



For details, go here:

<https://consultation-engagement-workshop-registration2021.eventbrite.ca>

To access the online event page, go here:

<https://www.eventbrite.ca/x/consultation-engagement-different-meanings-across-canada-registration-133144706401>

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Download Zoom

- If this is the first time that you are using Zoom, simply click on the provided link and you will be prompted to download the software. Follow the instructions provided during download. This should be very quick and you should automatically join the meeting.
- If you require any assistance, click on the help centre page:
https://support.zoom.us/hc/en-us/articles/201362193- Joining-a-meeting_
- Click on "join my meeting"

Audio/Video Options

- Once you have joined the meeting, you will have options for connecting to audio. It is recommended to select "Join with computer audio", you may also choose to join by phone. **Note: you must select only 1 audio option.**
- If you call in and select computer audio, there will be an echo. **Please keep your audio off unless asking a question or in breakout rooms.** Feel free to keep your video on, we would love to see you!
- A reminder that these sessions are recorded.



The **red slash** shows that your audio is muted and video is **off**. Please keep your device muted while listening to the speakers. Unmute yourself if you would like to ask a question. You are welcome to keep your video on. We'd love to see you!

Click here to open the chat box. This will allow you to chat with participants.



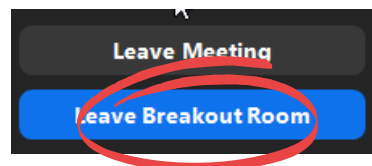
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Zoom Polls

- Periodically, questions from the presenters will appear on your screen. Please participate where you can

Breakout Rooms

- You will be randomly assigned to a room.
- Look for a pop-up on on your screen and select "join" to enter your breakout room.
- There will be an RC Facilitator & Notetaker to assist with your group discussion & recording.
- **Note Taker** - You will be provided with a link to a PowerPoint white board - please select your breakout room number and use that slide.
- **Note Taker** - Please be sure to share your screen with your breakout room group.
- We will provide prompts to assist with timing.
- You will automatically rejoin the main workshop when time is up. However, if you are prompted to leave the breakout room please remember to select **LEAVE BREAKOUT** not LEAVE MEETING

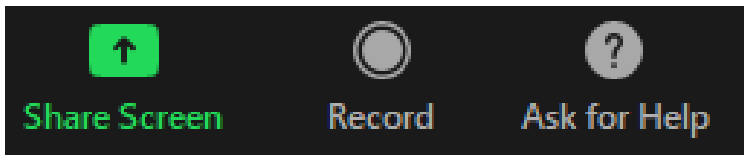


- Each room will share their discussion points with the whole group

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Asking for Help

- While in your breakout room, you will have access to a button "Ask for Help" at the bottom of your screen
- If you require any assistance, click on this button and it will invite the host to join your breakout room



At the bottom of your screen, you will have an "Ask for help" button which will invite the host to join your room.

Need assistance?

Email: lise.steele@labrc.com
Call: 250-203-5389

or

Email: leana.farlam@labrc.com
Call: 613-888-9555