Virtual Workshop Participant Guide

FIRST NATIONS LAND MANAGEMENT RESOURCE CENTRE

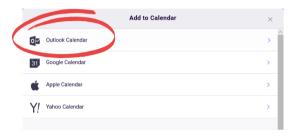**T M P D** Training, Mentorship & Professional Development

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Save Event to Calendar from Eventbrite

Register

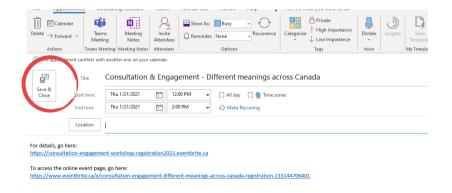1. On the Eventbrite page, under the "Register" button, click "Add to Calendar".

Date And Time
Thu, January 21, 2021
12:00 PM – 2:00 PM EST
Add to Calendar

2. Click on your preferred calendar.

Add to Calendar
- Outlook Calendar
- Google Calendar
- Apple Calendar
- Yahoo Calendar

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

What do you want to do with calendar.ics?
From: eventbrite.ca   Open   Save   Cancel

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

Save & Close

Title   Consultation & Engagement - Different meanings across Canada

Start time   Thu 1/21/2021   12:00 PM   All day   Time zones
End time   Thu 1/21/2021   2:00 PM   Make Recurring

Location

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

PLEASE NOTE: We have noticed a difference in meeting duration when saving the to your personal calendar. You may have to manually adjust the meeting duration in your calendar to match the duration of the workshop.
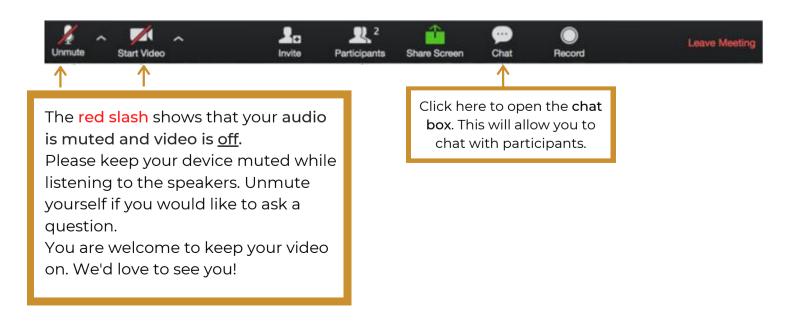
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Download Zoom

- 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!

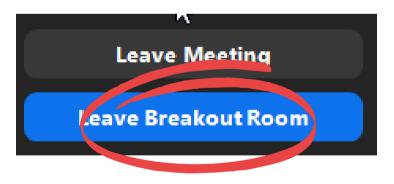- A reminder that these sessions are recorded.

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.

Zoom Polls

If we engage Zoom polls, questions from the presenters will appear on your screen. Please participate where you can and are able.

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

- 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

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.

Connectivity Issues

If you are experiencing connectivity issues, please note that after the workshop, you will be able to view the recording on www.labrc.com - Training, Support & Resources - Training & Workshops - Past Events.

Once you have watched the recording, you are more than welcome to provide your feedback. We would love to hear from you!