**Guidance for Spot-lit Zoom workshop sessions**

**Getting ready**

* The waiting room will be open 15 minutes before all sessions start. This gives you time to log on and solve any technical issues you might have before the meeting begins.
* If your environment is dark or near a window, using a desk lamp might help to better balance the light on your video. The key is that the light should be coming from in front of you rather than behind you.
* Position your screen so you’re at a good height in camera, ideally not too close to the screen.

**During the session**

* Where possible, use both video and audio for the sessions as it makes it easier to network and get to know each other. If necessary, test audio and video beforehand to ensure your set up works.
* While it might be tempting, try not to multitask.
* Please mute your microphone when you’re not speaking so we minimise external noise and disruption.
* If you have a question, raise your hand or use the chat window to contact the host
* We’ll try to ensure everyone gets an opportunity to speak in the discussions, but raise your hand if you’d like to get our attention during the discussion

**Afterwards**

* All Zoom sessions will be recorded and available for review at [www.susanheffernan.com/spotlit](http://www.susanheffernan.com/spotlit).