Talk for Writing
Online Training

KEY INFORMATION

Link and password
The training will be on Zoom. In the week before the training you will be sent a link and password to access the Zoom session. The link will be sent to the main email contact given at the time of booking, as well as to any of the delegate email addresses given.

Arrive by 3.50pm
The session will start promptly at 4pm and finish at 5.15pm. Please log on by 3.50pm so that you can be admitted into the session from the Waiting Room in good time. The Waiting Room will be open from 3.30pm.

Ensure your Zoom name is the same as your name on the register
The Zoom link and password that you are sent will take you into the Zoom Waiting Room. You will then be ticked off on a register and admitted into the session. Please ensure that your name on Zoom is your real name so that you can be found on the register. There are instructions for how to edit your Zoom name **here** should you need to.

Make sure you are on mute
When you're in the session, please ensure that you have your microphone muted. You do this by clicking the microphone in the bottom left hand corner.

Make sure your camera is on
Please keep your camera on throughout the session. You will need to use a device with a working camera so that we can see you are there. You won't be put on the spot to speak, but this is an interactive session that we want to present to people rather than blank screens.

Use a laptop or desktop computer
Using a laptop or desktop computer is advised. The sessions are interactive and there will be links to other software. It is possible to use an ipad if you're quick at switching between screens, but a laptop or desktop will be easier. Please don't use a mobile phone. You will not be able to access all elements of the session if you are using a phone.

One person per machine if possible
The training will work best if each delegate is using their own machine as delegates will be asked to think and write comments. If there are additional people around the same computer this will be tricky.