



Talk for Writing Online Training: Greater Depth Writing at KS2

KEY INFORMATION



Link and password

The training will be on Zoom. One week before the training you will be sent a link and password to access the Zoom session. This will also be resent the day before the training. It will be sent to the email contact given at the time of booking. The email contact will then need to pass the link on to any delegates that are booked to attend. If you would prefer to send additional email addresses for the link to be sent to, please email contact@talk4writing.com



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.

