



# 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. 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 at least 5 minutes before the session starts

Please log in at least 5 minutes before the session starts so that you can be admitted into the session from the Waiting Room in good time. The Waiting Room will open 20 minutes before the session.



### Ensure your Zoom name is the same as your name on the register

The link and password will take you into the Waiting Room. You will then be ticked off on a register and admitted into the session. Please ensure 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](#).



### 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

You are required to keep your camera on throughout the session. You will need to use a device with a working camera. 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 black screens.



### Use a laptop or desktop computer

The sessions are interactive and there will be links posted in the chat to other software such as Padlet. It is possible to use an iPad if you're quick at switching between screens, but a laptop or desktop will be much easier.



### Do not use a mobile phone

You will not be able to access all elements and therefore will not be admitted to the session.



### One person per machine if possible

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

