

Zoom protocols for the Training Course

updated 11 January 2021



- Before the course please look at the [instructions here](#) and ensure your Zoom is up to date or it'll mess up the introductions session and you will struggle in the Ecumenical Truths session. If you're using an iPad, please check the app store for updates. Android devices should also be updated.
- Please try to arrive early to the meeting so that we can start on time. Please ensure your video name¹ is accurate and add in brackets your role. To ensure some sort of continuity and cut down the length of your text, we've offered a suggestion in a column in the Excel sheet.
- Choose gallery view (not speaker view) to see several people on your screen² though during the meeting, we will spotlight the chair and the speakers so they fill your screen.³
- We may take screenshots for our records and to share on social media.
- When you join the meeting you may be asked if you'll allow the host to unmute you. Please say yes! When we begin, the host will mute everyone. Those joining late will be muted automatically. Please don't unmute yourself unless you wish to speak as little sounds which you don't hear are magnified for the rest of us.
- Please feel free to use the chat⁴ option to send a private message to people or a comment/question for everyone to see. If you want to speak, please put your electronic hand up.⁵ The location of this has changed in the latest version of Zoom.

Breakout rooms

- During the course we will split into breakout rooms of four to five people. Please ensure you are unmuted when you want to speak. Do remember the convention that it's polite to mute yourself at all other times. We shall be asking someone to facilitate the group⁶ – please see the group lists provided.
- Please help the facilitator to ensure that everyone in the breakout room has a chance to speak.
- There will be a counter at the top of the screen telling you how much time you have left. When the time is over, you'll be brought automatically back to the main Zoom room. Please note that during the breakout group, you can only 'chat' to the other group members.



Twitter etc

Please use these hashtags for tweets about the meeting: #Unity #Ecumenical – but avoid sharing personal or sensitive material or anything said in the breakout groups.

¹ Right click the three dots in the top right of your video to rename yourself.

² Move your mouse, touchpad or touch your screen to reveal menus. On a PC select the view in the top right hand corner. On an iPad it's in a column on the left near the top. On a PC you see 25 people at a time – an arrow centre right of your screen will take you to the next 25. If you are on a phone or iPad, you may need to swipe left to see more people at a time.

³ When spotlight is on, sometimes there is a little thumbnail video with a plus sign which, if you click, will let you see a few people as well as the speaker. If someone is sharing a PowerPoint presentation, on a PC hit 'esc' to send participants' videos above the shared screen content.

⁴ At the bottom of the screen for a PC, elsewhere on an iPad or phone. [See user-guide](#).

⁵ On the newest version of Zoom this is no longer blue but is a yellowish icon at the bottom of the PC screen. Putting your hand up bounces you to the top left of the screen and then the next person putting their hand up takes your place and shifts you to the right so that the last person to put their hand up is on the top left of the screen. Sorry, no idea where on iPad.

⁶ The task is to ensure everyone gets a chance to speak and to keep an eye on timings. There's a timer on your screen.