

Some Zoom tips for Daring online

Welcome to Daring online, a new way of hosting a Daring gathering so we can connect with each other and share...

Zoom will be used to host this event, something which will allow us to see and hear each other easily (hopefully). We thought we'd shared some good tips about how to use it to help make your experience enjoyable, as well as others experience of the event.

If you're new or well practiced in using Zoom, we hope these tips will help...

Attendees - Who's joining the event? Is it just yourself or two or three or more? You are welcome to get a group of people together and join the session together, and only one of you needs to register.

Setup - Make sure you set yourself up early and check everything is working – web camera, microphone and maybe headphones if you've got others nearby.

Video – Whilst we would love to see your smiling faces, it is up to you if you have your video on or off. Just keep in mind if you have your video on, we can all still see you and anyone behind you do – pets, children, other humans. If you do have your video on, please ensure you remain seated and don't walk around with your video as it can be distracting. It won't matter if your video is on or off, you will still be able to see and hear the speakers.

Microphone - We ask that once the event commences you keep your microphone on mute. The admin team will also mute everyone's microphones while the speakers are on, so you may find at times you are unable to unmute yourself.

Joining the event - To launch the event, simply click on the weblink sent to you by email. This will take you to a new window which should then launch Zoom. You will enter a 'waiting room' to be let in by one of the admin team who will be watching for your arrival and let you in at the suitable time. We are aiming to start admitting people around 1.20pm ACST so if you turn up before then you 'll be in the waiting room for a bit.

Upon entering the event - You'll be welcomed into the event and you can chat with others if you like – just remember that everyone can hear and see you now. If possible, please change your name to show your first name and state, and maybe your pronouns, for example *Melissa, SA, she/her*. You are welcome to remain anonymous if you wish, but listing your state will be handy incase we break into state based small groups for discussion. Click on the 'participants' list, and click your name to rename.

Screen layout – On a computer, Zoom has two screen views 'Speaker view' and 'Gallery view'. We suggest you select 'Speaker view' for the main part of the event as this will allow you to see their image bigger. This option can be found in the top right hand corner of the screen. On a phone it will likely default to 'Speaker view'.

Questions - Each speaker will have about 15mins for their topic, and once they are all finished there will be time to ask the speakers questions. If you have a comment and/or question you want to ask, please write this in the chat window – these will be monitored through the event and the speakers can answer these at the end.

Issues – If you have any technical issues, please contact daring@unitingnetworkaustralia.org.au or phone 0491 765 225.

Chaplains – There will be chaplains available online during the event, and we will provide you their contact details during the event.