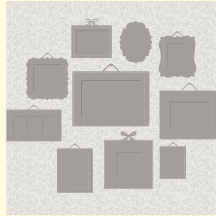


# Zoom Policy for Participants

## Before the workshop:



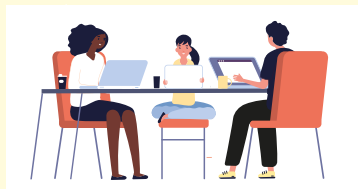
Try and make sure that you have quiet and comfortable space for the activity. Sitting at a table or desk is ideal.



Be aware of what is in the background of your frame. You may want to remove or cover any personal items, such as family photos.



Even though you may be on your own in the space, we can see you on video so it is important you wear appropriate clothing for the activity.



Make sure anyone you live with knows you are taking part in a live video workshop.



You will receive a meeting link as well as an ID and password via email. These details are private, **please do not share this with anyone.**

## During the workshop:



When you join the workshop you'll enter a waiting room. Please join the waiting room 5 minutes before the activity is due to start. When the activity starts, the host will let you in.



Once all participants have arrived the meeting room will be locked.



There will always be two hosts/facilitators in a workshop.



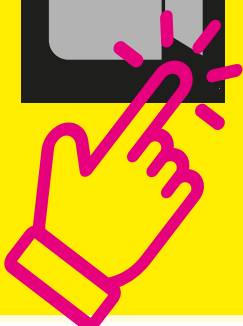
Unmute



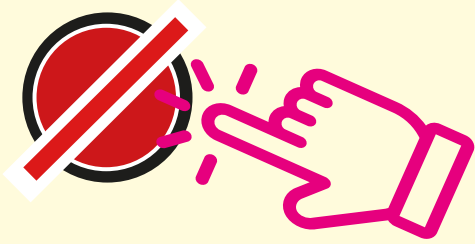
There may be times when you are muted to allow an equal experience for everyone. You can unmute yourself at any time by pressing the unmute button on your screen or putting your hand up so that a host can unmute you.



Start Video



You don't need to have your video on all the way through the workshop, you can turn your video off anytime by pressing the camera button on your screen.



Please don't record or screenshot anything during the workshop. Hosts may sometimes record or screenshot, but we'll always ask your consent first.



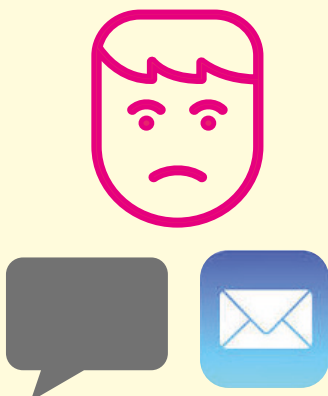
Chat functions will be disabled except for you to communicate with hosts.



Screen sharing facilities will be disabled, unless you are invited to share by the hosts. If invited to do this, make sure you have no internet windows or games open on your Desktop.



We expect all participants to follow This New Ground's code of conduct - to be kind, to be fair, and to show each other respect. Anyone who displays behaviour deemed inappropriate or unsafe for other participants will be removed from the session.



If anything makes you feel uncomfortable or upset, contact your hosts through the chat function or email This New Ground:  
**[nathalie@thisnewground.com](mailto:nathalie@thisnewground.com)**