
SFW ▶ Online

Digital Guidelines/
Lecture Format Workshops

CREATING YOUR CLASSROOM

- 1 Locate a room with the least distractions. Make sure doors are closed and minimal chance of interruptions can occur.
- 2 It is important to choose a room close to your WiFi modem or router. If you are able to, you can hard-line your computer to the modem or router with an ethernet cable – this increases your chances of maintaining a strong signal throughout the online session. Ethernet adapters, for connecting laptops directly to modems and routers, are available to purchase online.
- 3 Download the Zoom app via their website <https://zoom.us/support/download>
You will need to download the Zoom application in order to participate in the course.
- 4 **SFW – Online: Lecture Format Workshops** are seminar-style Zoom meetings. You will be unable to activate your camera or microphone during the presentation. You may ask question through the Q&A feature.

STARTING/ENDING A MEETING

- 1 Santa Fe Workshops will be starting and scheduling all Perspective events. These event times and access links will be emailed to you following registration. Simply click the link to join the meeting, at which point your zoom application will open, and you will join the event. You will be greeted by the instructor and a Course Facilitator.
- 2 Following the end of the lecture, your instructor will answer questions asked during the presentation for an allotted time.
- 3 All video meetings will be recorded and offered for you to watch for a number of days following the course.
- 4 Your instructor will give you a reminder of the time and day that the next meeting will take place (If there is more than one session)
- 5 At the conclusion of the event the online session will end for everyone involved.

ONLINE CONNECTION SPEEDS

Santa Fe Workshops always aims to produce a high-quality experience for our online attendees. That said, variables including regional and local internet provider speeds, traffic on Zoom's servers, and your own computing hardware can contribute to a less than ideal streaming event. While we do our best to minimize the impact of these variables, they are outside the control of Santa Fe Workshops. If the video quality for a particular online experience is not up to our standards, we will work to post a higher-quality recording, online, for your review shortly after the live event concludes.

