

► SFW Online

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# Digital Guidelines for Webinars

## CREATING YOUR CLASSROOM

1. Locate a room with the least distractions. Make sure doors are closed and minimal chance of interruptions can occur (ie. animals entering the room, children entering the room, noise coming from other rooms, changing in lighting, loss of internet, etc.)
2. It is important to choose a room close to your WiFi modem or router. If you can, hardline your computer to the modem or router; this increases your chances of maintaining a strong signal throughout the online session. Ethernet-to-USB or Thunderbolt adapters are available to purchase online for connecting laptops directly to modems and routers.
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 program.
4. For SFW Online—Webinar format programs: You will not be able to activate your camera or microphone during the presentation. You may ask questions through the Q&A feature.

## STARTING/ENDING A MEETING

1. Santa Fe Workshops will be scheduling and starting all meetings. Your course facilitator will email you the meeting times and access links several days before the first session. The same Zoom link will be used for every session. Adding the Zoom extension to your Chrome or Outlook mail is suggested. This will allow you to add these meetings directly to your calendar. Simply click the link to join the meeting, at which point your Zoom application will open. You will then be granted access to the webinar. You can join a meeting in several ways; reach out to your course facilitator for more options.
2. Breaks will be provided as needed.
3. At the end of the webinar, for an allotted time, your instructor will answer questions asked through the Q&A feature during the presentation.
4. All video meetings will be recorded and offered for you to watch for one month following the program.
5. After each session, your course facilitator will end the meeting for everyone involved.

6. Your course facilitator will send a follow-up email with the recording link. If the webinar runs more than one session, the course facilitator will include a reminder about the time and day that the next session will take place.

## 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.

## RECORDING AVAILABILITY

1. After each session, participants will receive an email with the recording link from their course facilitator.
2. Participants will have access to session recordings for **one month** following the final session.