Engaging Your Faith – Guidelines for Participants

Thank you for your interest in the CTC Engaging Your Faith series. We are delighted to have you join us. If you have registered, your will have already received the Zoom link to join your session. Below are further guidelines.

Please note that the Zoom meeting will open 20 minutes prior to the start of the seminar. **Please join at least 10 minutes prior to the beginning of the session** to avoid congestion and to ensure your Zoom connection is working.

JOINING INSTRUCTIONS

1. If you are not already a Zoom user it is recommended that you download the client and set up a Zoom account: https://zoom.us/download

2. Only registered participants may enter a session, so it is important that your Zoom screen name matches the name from your registration form; then we will let you in from the waiting room. You can change the name Zoom will display by editing your profile. Please do so by following these instructions.

3. To join the meeting, simply click the link you have received. That will open your browser and ask you to open Zoom. Do so and you'll enter the Waiting Room. You can test your computer audio at that point, if you wish, and you will see your video running.

4. You will then be let in, and you can "Join with Computer Audio." Controls to mute your audio and turn your video on and off are at the bottom of the Zoom screen.

5. If you have any queries about this, please email Rev. Dr Chris Mulherin Chris.Mulherin@ctc.edu.au for help or ring him on 0431 330 380. However, please familiarise yourself with Zoom as we won't be able to help at the last minute.

IMPORTANT PARTICIPATION INSTRUCTIONS

We are hoping to facilitate open, collegial, and stimulating conversations. To enable that, we have come up with a few guidelines for setting up the meetings, for handling questions, and for maintaining reasonable security.

1. **Everyone muted as you come in.** You will be muted when you join the meeting. Feel free to unmute yourself to say hello and check your microphone.

2. **During the presentation** – Please select "Presenter View"
    During this time, everyone except for the speaker will be muted. Zoom picks up even small ambient sounds and switches focus, so it can get confusing if people's audio is turned on.

3. **For the discussion** – The presenter will advise how you should indicate that you wish to ask a question. There are three options:

   a. Type your question, or indicate that you have a question, using the "Chat" function found on the bottom bar of the Zoom screen. Open it and you'll see a box to type messages.

   b. Use the Zoom "Raise your hand" option found in the Zoom menu.

   c. Physically raise your hand so that the presenter sees it.

4. **Security.** While we don't expect any problems, we are taking security precautions against "Zoom-bombing" and similar intrusions. This means:

   a. Clicking the session link will take you to the "waiting room", at which point a host will admit you to the meeting. During the meeting, the host can mute any microphone and end any video, and only the host can share their screen.

   b. To facilitate community and open conversation, we will not be recording any session.

We are excited about this series, and very much looking forward to your participation.

FURTHER INFORMATION FOR TEACHERS APPLYING FOR ACCREDITATION

All sessions in this series are approved for accreditation with MACS for

- **gaining/maintaining** accreditation to teach in a Catholic school and
- **maintaining** accreditation to teach Religious Education / Lead in a Catholic School.

As an approved external provider under the Teacher Accreditation Program, MACS has requested that we collect participants' VIT details so that your accreditation record can be updated. You should have entered these details when you registered.

So, to have these hours counted by MACS, please note the following:

1. We need to verify you have attended and participated in the session. So, **your camera should be switched on throughout the session**.

2. Make sure your name on Zoom corresponds to the name you entered when you registered. If necessary, you can amend your name as soon as you have entered the session.