

ZOOM 101

The PLT Canada “Green Jobs are for Everyone” Workshop Series will utilize Zoom Meetings, as well as breakout rooms for smaller group discussions. To access the event, be sure to click on the link provided via email provided one-week prior to the event. The following are some basic user information and best practices to ensure an optimal workshop experience.

Joining the Meeting

Zoom is easily accessible from any internet browser or smartphone. However, to ensure you can fully participate in the PLT Canada “Green Jobs are for Everyone” Workshop Series, please refrain from joining using Chromebooks/Chrome OS or Zoom Rooms, as they do not support participation in breakout rooms.

We recommend joining the meeting/event a few minutes prior to start time, to allow for any system updates and troubleshooting. You’ll also have the option to join via phone for the audio portion only, if your internet connectivity is experiencing any issues.

If you are having problems connecting to the workshop, please contact: Maria Chiarella, PLTCanada@forests.org.

User Experience

As a meeting/event attendee, your microphone will be muted upon entry, but if you are comfortable doing so, we ask that your video be on. During large group sessions, you’ll have the opportunity to engage with the speakers/panelists, host(s) and other attendees via the Chat feature. For optimal video feed, it’s recommended to sit facing natural light, set your camera at eye level, frame your face appropriately (i.e. center camera on your face) and minimize distracting backgrounds.

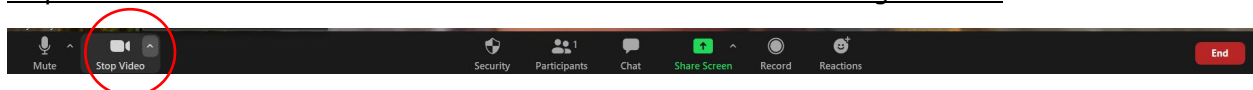
To ensure an optimal Workshop experience, we recommend optimizing your internet bandwidth in the following ways:

- Move physically close to your internet router or hardwire into your internet;
- Prioritize Zoom on your computer by closing other apps and programs;
- Consider turning off your video/webcam, or turning off use of virtual backgrounds;
- Prioritize your personal internet use in your home office setting, i.e. no streaming video service, no online gaming, etc.; and
- As a last resort, if still experiencing issues, consider dropping off the video portion of the meeting entirely and dialing in from your phone for the audio portion only. [Click here](#) to find your local number or see your registration confirmation email.

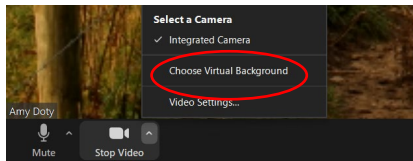
Virtual Backgrounds

Virtual backgrounds allow you to display an image as your background, thereby eliminating distractions behind your facial image. You can use a pre-set image from Zoom or your own image. You can preload an image in your zoom account in advance by accessing your account settings, clicking “Virtual Backgrounds” and then upload an image. Or you can add your virtual background during the active meeting by following the below steps:

Step 1: Click the small arrow next to the “Video” icon on the bottom navigation bar.



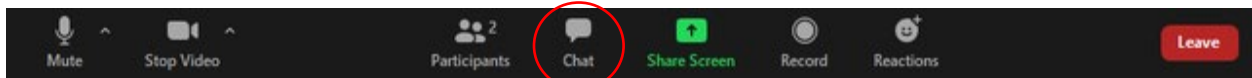
Step 2: Click on “Choose Virtual Background”, then follow steps to choose a background, or upload a new image by clicking on the + symbol.



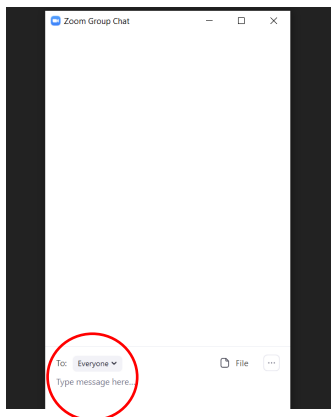
Chatting

By opening the "Chat" feature, you can ask questions, network with other participants, and provide comments/feedback to the speakers/panelists, host(s) and other attendees.

Step 1: Click "Chat" on the bottom navigation bar.



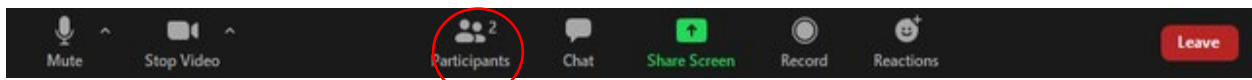
Step 2: Type a message to be sent via chat to meeting participants. Use the drop down field to choose who your message will be seen by, i.e. speakers/panelists, hosts, an individual or everyone.



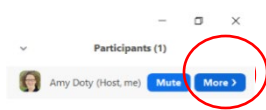
Raise Hand

You'll also have the ability to "Raise Hand," at which point the host can unmute your line so you can ask your question directly to the speakers/panelists.

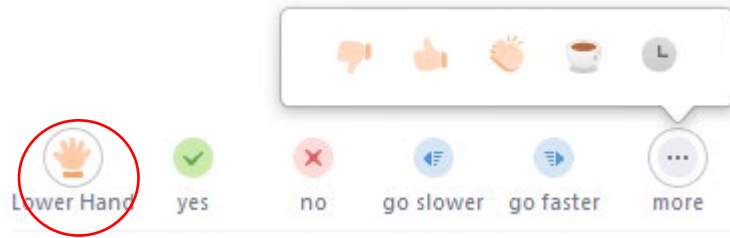
Step 1: Click "Participants" on bottom navigation bar.



Step 2: Find your name in the list of Participants, and click "More."



Step 3: Click the hand icon to raise and lower your hand. You can also use this feature to “react” to discussion, via the “more” icon.



Polling

Periodically, the host may post a poll question to canvas the audience and seek your feedback or reaction to an idea or concept. The polls will tally real-time and allow us to view aggregate responses for each question. The poll will automatically appear on your screen when activated, as a pop-up. You will choose your response, then click Submit. The hosts will provide a short amount of time to respond, and then share poll response tallies for attendee review.

Accessibility

PLT Canada will offer closed captioning and simultaneous interpretation for those requiring these accommodations.

Closed Captioning: Subtitles will appear at the bottom of your screen automatically. By choosing the “CC” button on your toolbar, you can turn off subtitles or change to “Full Transcript” to open on a side screen.

Simultaneous Interpretation/Translation: For those requiring translation services, choose the “Interpretation” button on your toolbar. Click on the language you require, and you’ll be invited to the appropriate language audio channel. *Note:* You’ll need to have Zoom version 5.2.1 or higher.

Breakout Rooms

The PLT Canada “Green Jobs are for Everyone” Workshop Series will utilize breakout rooms for networking and small group discussion.

The below options are provided for Windows/Mac Users. If you’ll be using another operating system or smartphone, [click here](#) to review specific instructions on how to join Breakout Rooms.

Joining a breakout room: The event host will “invite” you to a breakout room. Click “Join.” Or Choose to “Join Later,” and then access the breakout room at a later time thru the meeting controls.

Need help: A PLT Canada team member will be attending each of the breakouts. If you need additional support, click the “Ask for Help” icon in the meeting controls, and “invite the host” to your room to assist with any questions or issues.

Leaving the breakout room: At the end of your discussion, you can choose to “Leave Breakout Room” or “Leave the Entire Meeting.” If a large group session will be hosted for wrap up purposes after a particular breakout, please choose the “Leave Breakout Room” option and you will be automatically entered into the Main Meeting Room. Alternatively, if the host ends the breakout rooms, you’ll have up to 60 seconds to join the main meeting room or leave the meeting entirely.

Learning Sessions

The PLT Canada “Green Jobs are for Everyone” Workshop Series will include learning sessions concurrently for youth and employers. Employers’ learning session will stay in the main Zoom Meeting, and Youth will be provided a separate Zoom Meeting link to access their learning session. When the learning sessions conclude, workshop attendees will return to the main Zoom Meeting for additional plenary sessions. PLT Canada staff will be on hand to assist attendees with any questions or technical issues.

Questions or Comments?

We look forward to your participation on the PLT Canada “Green Jobs are for Everyone” Workshop Series. If you have questions or need any assistance, please contact Maria Chiarella, pltcanada@forests.org.

Source(s): Zoom Video Communications Inc. Support and Resources (<https://support.zoom.us/hc/en-us>)