



EVT ZOOM GUIDE

for audiences and participants
attending online events



Here are some tips for getting the best out of the **Electric Voice Theatre Online Events** you will be attending or participating in:

- You will get the best picture watching on a laptop or tablet rather than a phone. Linking to a TV is even better.
- Your internet connection is important to getting the best out of every event. If you can, plug your laptop or other device to the router directly with an ethernet cable. (If you have a Mac you'll probably need an adapter to plug the ethernet cable into the thunderbolt socket).
If this is not an option for you then try one of these:
 - a. placing your device closer to the router;
 - b. getting a wi-fi booster
 - c. linking to your phone's 4G personal hotspot.
- To get the best sound quality we suggest wearing headphones, but it is not essential. You can also link to external speakers if you wish. Workshop participants should have headphones handy in case they are needed.
- Before the event is due to start, click on the Zoom link you will be sent in advance. If you have the Zoom app downloaded this will open up. Otherwise your browser page will open. We have found that using the app gives a better experience – but it's not essential.
- You will enter a waiting room until the event starts when you will be admitted – don't worry – we know you are there.
- Your sound will be muted when you arrive at a performance event, and you can choose for yourself whether your video is on so other people at the event can see you. Just click the video icon at the bottom left of your screen. If you are participating we will unmute you as you arrive so that you can say hello, and give further instructions as we go on, but you can keep your camera off! (NB. At children only workshops we need your camera on at all times)
- You can choose 'speaker view' (best for seeing the speakers/performers or workshop leaders) or 'gallery view' (which lets you see other members of the audience as well). At the top right of your screen there is a button that lets you choose.
- You can share comments with others by clicking on the 'chat' button at the bottom of your screen. You can choose to share with everyone, or with an individual participant.
- You can show your appreciation for the performers/speakers/workshop leaders by clicking on the 'reactions' button and the applause symbol while you are muted. Workshop participants will agree hand signals too at the start of each session!
- You will be unmuted at appropriate points during the event – so that we can chat for real during workshops, get your ideas etc, or participate in live discussion where possible, and of course to clap and cheer at the end!
- Q&A sessions will require you to place your questions in the chat (at any point in the proceedings). As many of these as possible will be picked up by the moderator and put to the panel. Depending on the numbers attending we may not be able to speak to you directly during the event - but if you stay behind afterwards we will do our best to take extra questions within the allotted time.

