

**PROVINCIAL VISITATION  
TRAINING SESSIONS**



**Lay Carmelites**

Province of the Most Pure Heart of Mary

**ZOOM CONFERENCING GUIDELINES**

**SUNDAY, 8TH SEPTEMBER 2024 (ORIENTATION)**

**SATURDAY, 28TH SEPTEMBER 2024**

**SATURDAY, 19TH OCTOBER 2024**

**SATURDAY, 9TH NOVEMBER 2024**

**1:00 – 2:30 pm Pacific**

**2:00 – 3:30 pm Mountain**

**3:00 – 4:30 pm Central**

**4:00 – 5:30 pm Eastern**

**Please read this document to prepare for the Training sessions and familiarize yourself with navigating Zoom.**

Your Host for the Training Session is: **Cindy Perazzo, Provincial Coordinator**

To set the expectation and the context for the training, please read the following guidelines to ensure every measure is taken to minimize distractions for yourself and others and that each person remains present and focused.

For technical questions or concerns, please contact Onette

[onette.devera@gmail.com](mailto:onette.devera@gmail.com) or (+1) 416 580-8737 Call or Text

The Provincial Visitation Council thank you in advance for your cooperation and support.

### **ZOOM MEETING ETIQUETTE**

- † We will begin on time for each meeting – login or dial in about 10-15 minutes before the meeting to settle down and ensure audio and / or video is working and any questions you may have are addressed.
- † For those who use video, please ensure there is enough lighting, so you can be seen clearly.
- † Please ensure all cell phones are switched off, on vibrate or muted so as not to distract you or others.
- † Ensure you have all you need with you, i.e., Handouts, headset, notepad, pen, water/drink, snacks, etc.
- † Please note that the sessions will be recorded.

**ADJUSTING VIEW SETTINGS**

Participants can be viewed in two ways:

**Speaker view** – The person speaking will be in a large window with other participants at the top of the video

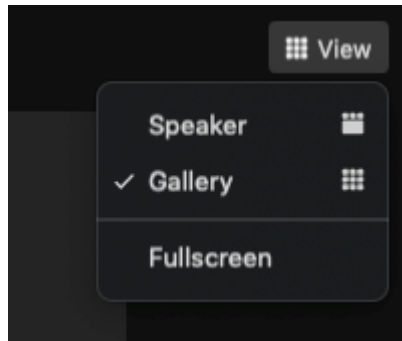


**Gallery view** - allows you to see a thumbnail display of all the participants



### On a Laptop or Computer

1. Join a Zoom meeting
2. Click View in the top-right corner, and then select Speaker or Gallery.



### On a Smart Phone

1. Join the Zoom meeting
2. By default, the Zoom mobile app displays the Active Speaker View. If one or more participants joins the meeting, you will see a video thumbnail in the bottom-right corner.

### On an iPad or Tablet

1. Join the Zoom meeting
2. To switch from Active Speaker View, tap Switch to Gallery View in the upper-left corner of the Zoom window. If you do not see the controls, tap your screen to get them to appear.

## **NAVIGATING ZOOM**

### † **Setting up your Name:**

Please enter your name as follows <First Name> <Last Name>, <Region>  
e.g. Onette de Vera, Canada – East / New York

On a Laptop or Computer

1. Hover over your video image
2. Right click or click the three dots with your mouse
3. Select Rename
4. Enter your information

On a Smart Phone

1. Tap the centre of the screen
2. Tap on 'Participants'
3. Tap your name
4. Tap 'Rename'
5. Enter your information

On an iPad or Tablet

1. Place cursor or tap on your name
2. Select 'Rename' from the menu

When dialing in

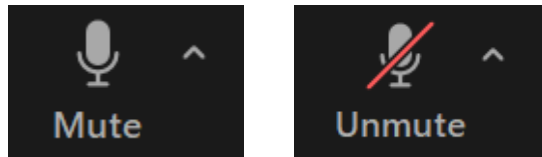
Please identify yourself with the Host who will enter your name

† **Mute / Unmute:**

Once the training session begins everyone will be muted. To mute or unmute:

On a Laptop or Computer

3. Click on the Mute icon at the bottom left-hand side of the screen to switch your microphone on / off.



On a Smart Phone

3. Tap the centre of the screen
4. The mute / unmute icon is on the bottom left side of the screen

On an iPad or Tablet

3. The mute / unmute icon is at the top right hand corner
4. Tap on the icon to mute and unmute

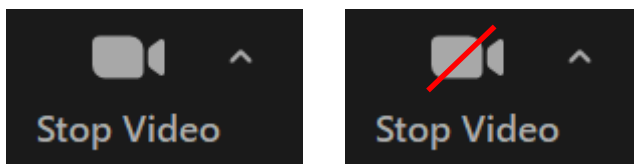
Dialing in

For those dialing in on a landline or cell phone, please use \*6 to mute / unmute.

† **Video On / Off:**

You may wish at some point to switch your video off, for example if there is poor connectivity or weak internet access.

Click on the Video icon at the bottom left-hand side of the screen to switch your video on / off.



**On a Smart Phone**

Tap on the screen. Tap on the icon on the bottom left side of the phone.

**On an iPad or Tablet**

Tap on the screen. In the upper right side of the Tablet. Tap to switch between the views.

**Dialing in**

There is no video option

† **Raising your Electronic Hand:**

Once the training session has begun, everyone will be muted. If you have any questions or need to speak to someone about a technical issue, there are two ways to connect with someone once the session has begun, raising your electronic hand or writing in the chat:

**Raising your Hand.**

On a Laptop or Computer

1. Click 'Participants' at the bottom of the screen / window. A pop-up screen will be displayed.
2. At the bottom right-hand side of the pop-up click on 'Raise Hand'

On a Smart Phone

1. Tap the centre of the screen
2. Tap on the three dots at the bottom or top right to reveal the menu
3. Select 'Raise Hand'

On an iPad or Tablet

1. Place cursor or tap on your name
2. Select 'Raise Hand'

Dialing in

For those dialing in on a landline or cell phone, please use \*9 to raise your hand.

Please Note: Once you raise your hand you will be called upon when there is a suitable break in the session. When your question(s) have been answered, please lower your hand.



## **CHAT**

### On a Laptop or Computer

1. Click 'Chat' at the bottom of the screen / window. A pop-up screen will be displayed.
2. Type in your question(s) at the bottom of the pop-up screen

### On a Phone or Tablet

1. Tap the centre of the screen
2. Tap on the three dots at the bottom or top right to reveal the menu
3. Select 'Chat'
4. Type in your question(s) in the chat

Please note: The 'Chat' will be set up for the Host and Co-Hosts. You will not be able to 'Chat' with others. If you have any questions, concerns or comments write in the chat to the Host and Co-Hosts and we will address your question(s) or concern(s) at a suitable time.

### † **Main Room**

When you first enter Zoom, you will be in what is known as the Main Room. We will be able to hear and see the Speaker and all the attendees.

### † **Breakout Session**

The training is designed to be held in the Main Room - there will be no breakout sessions.

**Thank you for taking the time to prepare for the  
Provincial Visitation Training Session.**

“Prepare your minds for action; discipline yourselves.”

1 Peter 1:13