

WORKSHOPS ON BIBLICAL EXPOSITION

PARTICIPANT TECHNOLOGY GUIDE

IMPORTANT: *Each participant should join the meeting via a separate Zoom account. If you are watching the Workshop with someone else, you each need to join via separate connections even during the plenary sessions so that we can send you to breakout rooms.*

1. WHEN YOU JOIN THE WORKSHOP:

1. **Make sure your account shows your first and last name.** This is how we know which group to put you in. If it does not, click on the *Participants* icon at the bottom of your screen then hover over your account in the list that pops up. Click *More*, then *Rename*. Type your first and last name, then click *Rename*.
2. **Set your view to Speaker View.** At the top of your screen, you should see either a larger rectangle with three dots above it (Speaker View) or a square of nine dots (Gallery View). You can select these icons to switch your view.



SPEAKER VIEW: With this view, the person who is speaking will take up most of your screen. Use this view during the instructional sessions and expositions.



GALLERY VIEW: With this view, you should see smaller squares of everyone's picture of equal size. Think *Brady Bunch* style. Use this view during your small group.

3. **Turn your camera on** by clicking the *Start Video* icon on the bottom of your screen.



4. **Test your speaker and microphone.** Click the upward caret (^) next to the microphone icon at the bottom of your screen.



Then click *Test Speaker & Microphone* and follow the instructions.

2. DURING THE WORKSHOP

1. **Do not log out of the meeting, even during the breaks.** You should mute yourself and you are welcome to turn your camera off, but it is important that you stay logged in to the meeting throughout the entire Workshop day.
2. **Mute your microphone whenever you're not speaking.**
3. **Be ready to unmute yourself and be engaged** throughout the Workshop. You will be sent into breakout rooms to interact with other participants:
 - during the plenary session: we'll group you with two or three other people for about five minutes at a time to discuss a question raised by the instructor.
 - during your small group: you will be in a breakout room with eight other men, including a trained small group leader. This is where you will present your worksheet and give and receive feedback from your small group.
4. **Be prepared to share your completed worksheet file in the chat during your small group.** Click [here](https://support.zoom.us/hc/en-us/articles/209605493-Sending-a-file-in-meetings-and-webinars) for instructions on how to do this (https://support.zoom.us/hc/en-us/articles/209605493-Sending-a-file-in-meetings-and-webinars).

3. BEST PRACTICES AND TIPS

In addition to the above, there are some other things you can do to prepare well.

- Set up your computer in a quiet area where you will not be interrupted.
- The day before the Workshop, you will receive a link for the meeting. Arrive 5-10 minutes before the first session and check your microphone and camera.
- If you anticipate needing extra assistance, arrive at least 20 minutes before the first session (on the first day) for a brief overview of Zoom functions and best practices.
- When you click on the link to join the meeting, you will be put into a "waiting room" until the host allows you into the meeting. This should take less than a minute and you do not need to do anything once you are in the waiting room.
- If you need tech support during the Workshop, a tech support person will be available to you in the chat box for assistance. Please do not ask the instructor technical questions. They will be focused on teaching.
- Close all programs/apps in order to reduce the demands on your computer/device and provide the highest quality video and audio.
- Have your Bible on hand and a pen for notes.

4. DIAL-IN INSTRUCTIONS

Most participants will not need to use the dial-in feature, but it can be useful if you have an unstable Internet connection, as it will allow you to hear the audio of the meeting even if your Internet goes out.

If you choose to connect to the meeting using the dial-in feature, *you must connect it to your video broadcast.*

- Call the appointed phone number. This will be emailed to you by the CST representative before the Workshop, along with the link to join the meeting.
- Enter the nine-digit Meeting ID (e.g., 321 123 321). This will also be emailed to you before the Workshop.
- In the Zoom meeting, select *Connect Audio by Telephone*.
- A participant number will appear on your screen (e.g., 123123 #). Enter that on your phone. This way your audio will be connected to your video.
- If you lose the video connection at any time, use the same link to reconnect your video. You will need to re-enter a participant number on your phone. It should be listed at the top of the audio connection box (e.g., 456456 #).

If you have any questions or concerns, please email us: info@simeontrust.org