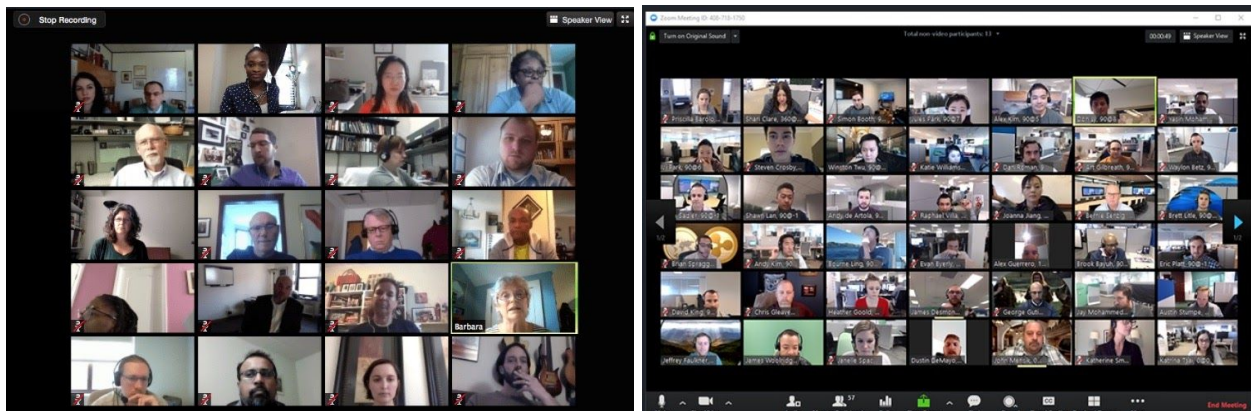# The Jung Society of Washington Presents

Quick Guide for Participants using the Zoom Platform for Online Programs

General Overview: Welcome to Zoom!

Zoom is an online chatroom that allows you to both HEAR and/or SEE the presenter as well as individuals present in the program you are attending, ideally run from your computer.

Above are two examples of what your general screen view will be with the video feature turned on for the entire group.

The video feature can be disabled, for an audio-only program, where the instructor and participants are just a block of color, as below (unlikely for most of our programs).
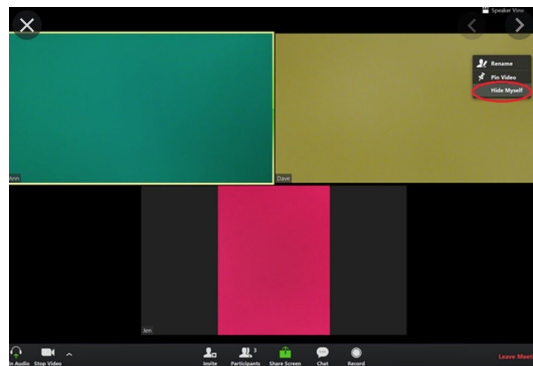
IMPORTANT:

By agreeing to enroll in an online program offered by the Jung Society of Washington, you are also agreeing to comply with our terms. This means that you *cannot* record (through internal or external devices) the audio and/or the video of the program. The intellectual property belongs to the Jung Society of Washington, and we ask you not to violate this policy. Also, we highly value the anonymity of the content of the program, of the presenters, and of individuals present in the program, and hope that everyone can contribute to a respectful and trust-building online environment.

USING ZOOM:

1. The Jung Society will set up call details. Once you enroll and pay for the program, you will receive an email 24 hours before the event containing a link that will take you to the Zoom 'chatroom'. All you have to do is click on the link on the email to join.

2. The link will take you to a page where you must allow Zoom to operate, click on "Open Zoom.us". Note, if you are too early, staff will not be on yet. We recommend joining 15 minutes before the start of any program.

   *We have set **two training dates for a Zoom test run with you this week.** Please find specific information on time and relevant links on our home page. Feel free to check in during those times as staff will be available to help you become familiar with the essence of the platform before the day of the program.*
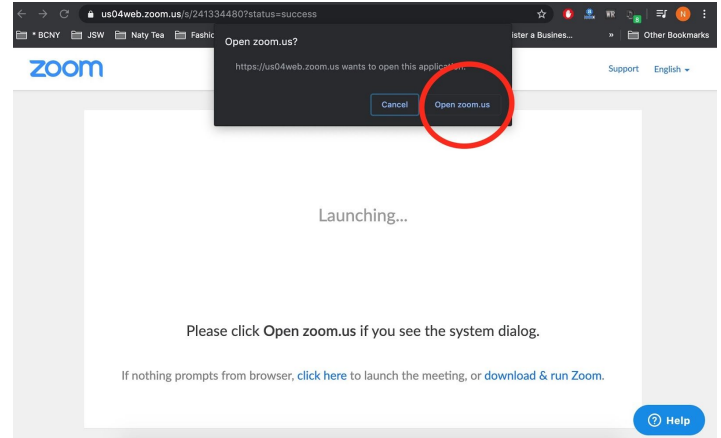
   2a) Some machines might not automatically run zoom, and require a little more effort to set up. Please see a video provided by the Theosophical Society at this link if you are having any installation trouble.
   https://www.youtube.com/watch?v=SZW9CZB7rr4&feature=emb_err_watch_on_yt

3. Once you have joined the chatroom, ensure that you join with **video**.
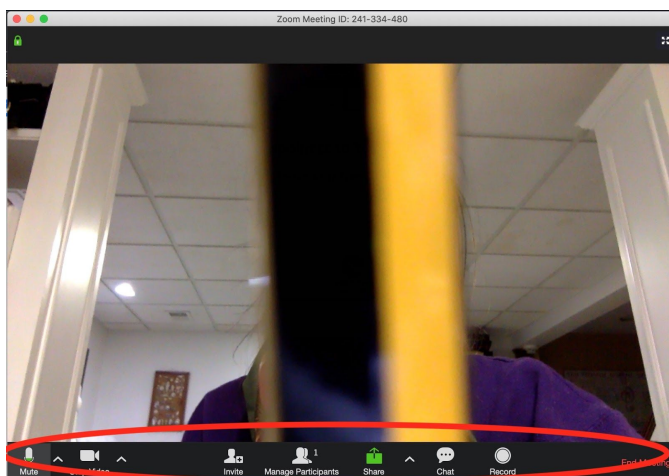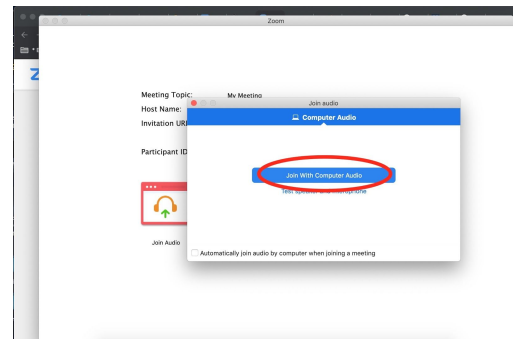
4. Once you are in, at the bottom of the screen, you will now see options.
   - Pay attention to #1 ('join audio' // or sometimes 'mute' if audio is already on) in case your audio is not working.
   - Pay attention to #5 (chat) so that you can pull up the written/text portion of zoom where participants can write questions if relevant to your program.
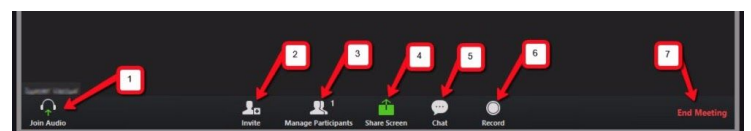
YOUR PROGRAM:

5. A Jung Society staff member will always be present as the administrator for the full duration of the Zoom session.
6. Your presenter will decide on the structure of the program. This will largely be dependent on the size (number of enrollees) and style (lecture / workshop / course / seminar / day with / evening with).
   a. Presenters may request **limited audio participation** from the audience.
      i. In this case, staff will mute all participant audio.
      ii. This will be particularly relevant for larger programs such as Lectures and some Workshops.
      iii. Individuals *might* be **unmuted** during a Q&A. Alternatively, they may be asked to **type** questions on the Zoom chat / text box (like a posted public message) that presenters will answer in a chronological order. We ask any typed text to be sent to "everyone" versus just the presenter. This is a feature that can be set, and staff will go through with you during the Zoom test run/training. Finally, the option of clicking a button to indicate a **raised hand** is also available, but might not be a popular option for presenters.

Below is an example of the chat / text box feature
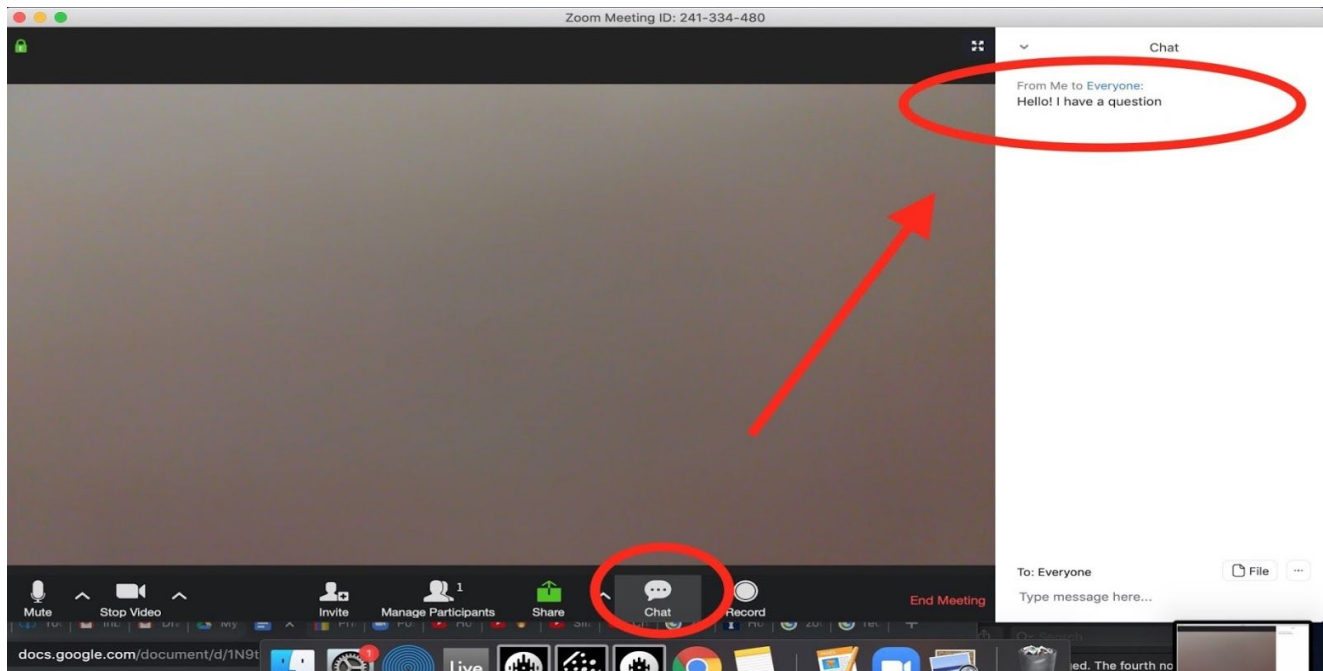
   b. Presenters may request **full audience participation**, as in a normal library course. In this situation, all participant audio and video will be enabled so anyone can contribute instantly to the conversation. We ask you to be considerate and respectful over others.
   c. Presenters may **alternate** between limited and full participation. This will most likely be applied, but not limited to, workshops. Presenters may speak for a certain amount of time where the audience will be muted by staff (so as to avoid small distractions like coughing, etc). Then the presenter may choose to open the floor for a more discussion based setting, be it though audio or the text box.

- Please don't hesitate to contact natalia@jung.org or other staff members with any questions or clarifications.