



House Guidelines for a Successful Online Workshop

StirFry Seminars & Consulting has been facilitating in-person workshops for over 25 years. While nothing can replace the experience of in-person community and connection, we have thoughtfully identified ways that participants can get the most from our online trainings. A central part of our workshops entails participants and facilitators tuning into each other's emotional responses, facial expressions, and reactions. Nonverbal communication is paramount to our collective learning and dialogue. As such, the guidelines below are provided with the intention of creating the best possible learning environment.

As an organization, we hold the multitude of factors that may impede folks' ability to follow each of these guidelines at all times. We also recognize that various systems of oppression including racism, classism, and ableism, and how the current disproportionate labor on caregivers and varied technology access, impacts folks' respective abilities to engage in remote learning in the same way. We ask that you do everything you are able to do to follow the guidelines below. When and where you are not able to, we ask that you communicate with our team beforehand and/or communicate with our tech during the workshop, so we can best facilitate your individual and collective learning.

- 1. It is strongly suggested you attend the session via laptop or desktop computer versus a mobile phone for the best experience.**
- 2. Participants should have the latest version of the Zoom client (Version 5.2 or higher) on their devices BEFORE the workshop begins. Zoom may kick you out of the meeting if your software is not up-to-date.** The latest version is 5.6.1, so if someone has not updated since then then they would be prompted to update. *Our own tech support will not be able to assist you in doing this during the workshop.*
 - You can download the latest Zoom client here: zoom.us/download. Or, you can always launch Zoom, click on your profile picture (top right corner) and select Check for Updates. [Here is a walkthrough.](#)*
- 3. Participants should come on time and stay the entire session.** When individuals are not present for the entirety of our workshop it impacts that individual's experience, as well as the collective communal experience. Consistent engagement promotes community and trust, deeper engagement in the practice of mindful reflection and inquiry, and engagement in generative conflict. We ask that participants not leave mid-session as missing any component of a workshop impacts essential opportunities to learn and

practice new techniques. As stated above, please let us know in advance if for any reason this is not possible, so that alternative provisions can be made if possible.

- 4. We close the session after 15 minutes, at which time instructions will be given.**
Participants arriving after that will be kept in the waiting room until opening exercises are complete, so as not to disrupt the rest of the group.
- 5. Participants should have their video cameras on throughout the workshop, so we can see your face.** This is key to our ability to build connection, attune to impact and help others to do the same. It is also central to many of the techniques we use as facilitators. As stated above, we know there are many factors that can impact when and how this is possible. Please let us know if/when this is not possible, so we can try to make provisions, so you can get the most out of the workshop.
- 6.** Breaks will be provided as part of the workshop. If you need to briefly step away outside of those breaks, please do not log out. We prefer you leave your screen on. Simply let the tech or assistant facilitators know that you are stepping away.
- 7. Participants should mute their mics** when not speaking to avoid background noise that could disrupt the flow of the workshop.
- 8.** Headphones are strongly recommended to cut out ambient noise.
- 9.** Participants should include the name they would like to be called (commonly first name) and pronouns on their screen.
- 10.** The chat function should not be used for personal messages between participants. Preferred use for chats is to communicate directly with the tech or assistant facilitators. Please note that Lee Mun Wah does not review chats during workshops.
- 11.** If participating in a full day workshop, please bring a ready-made lunch. Shared mealtimes are a key part of community building in these workshops and are used to deepen dialogue.
- 12. Please have all supplied handouts on hand before you log on.** For individuals who have access to a printer, it can be easier to have hard copies on hand. If not, we suggest you have materials open on your computer beforehand. Many have found it helpful to have these materials downloaded and on another screen or alternative device, so that zoom can remain open and you can continue to see everyone's faces.