

Creative Cities & Covid-19: Dundee Urban Forum

Guidelines for participants

Using Zoom and Miro

These guidelines should be followed to ensure that the workshop runs as smoothly as possible, and everyone has a chance to join in Q&A and breakout sessions.

To participate in the event, you can join the zoom call using the link provided in the email – this will be sent to you one day before the event.

To participate in the Miro workshop, you can join from your browser using the link provided in the email – this will be sent to you on the day of the event.

You can join the zoom call using a device of your choice, but please be aware that the Miro workshop works best when using a laptop or desktop. You may not be able to participate fully in the workshop if you are joining only from a mobile or tablet device.

- Your audio will be muted on entry to the Zoom workshop. Please keep your audio muted until we open for discussion.
- Please include your full name when you join the Zoom meeting.
- Please try to keep your video on throughout the workshop – this helps keep the workshop more personal and helps everyone stay engaged.
- Please try to have your whole focus on the event as if you were present in person.
- Interact as you would in an in-person event, be respectful of others, try not to talk over each other during the breakout sessions. There is the ability to raise your hand during all sessions and the facilitator can then ask you for your comments.
- During the Zoom meeting, the organiser (Dr Lauren England) will split the attendees into smaller groups and Team members will facilitate the small group discussions.

Technical Issues

- If you are having problems with Zoom loading slowly or having an unstable bandwidth, turning your video off may help.
- We have found that using a VPN also affects Zoom's performance, so please try to avoid using VPN while connected to Zoom. Closing other programs may also help.
- It is recommended to have Zoom open in a partial window, so you can also open the chat function and see the other participants.
- The Chat functions will be monitored by the Team and they will help give guidance in case of difficulty.
- Please note that Miro works best using Chrome or Safari browsers.

For technical assistance please contact eucreativecitiescovid19@gmail.com