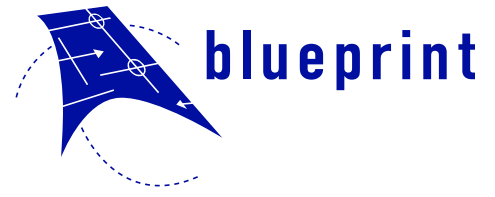# Joining a Virtual **blueprint** Workshop?

Here are the **7 habits** of highly effective session participants!

blueprint

We know that participating virtually can be a little more demanding. Don't worry, we tap dance through the entire thing, but it's that much better when you're also dancing along:

1 Dress Comfortably - If a shirt and tie is your jam, go for it. You're also welcome to dress more casually if a golf shirt and sweats puts you in the right zone. Stick with what makes you feel most comfortable knowing that some of our breakout rooms get very lively!

2 Be Prepared - We recommend bringing a few things to the session including a pen, a Sharpie, some blank 8 1/2 x 11 (letter size) pieces of paper, as well as a notebook (or worksheets if we've sent those out in advance).

3 Stay Hydrated - Grab a glass of water, a cup of coffee or a vat of tea - whatever floats your boat!

4 Plan to Login Early - We want to keep this to the time allocated in your calendar, so if we could all be logged in to Zoom 10 minutes early, we'll be ready to roll right on time!

5 Turn on your Camera - Video call-ins are a MUST. Don't worry about the laundry hanging in the background or the cat lingering on the shelf behind you, we want to see those faces. The session is far more engaging and productive if we get to 'see' each other.

6 Ditch the Multitasking - We get it. There are emails to attend to, customer calls to return, and let's be honest, laundry to change over... but it's best if we can all commit to focusing during our time together. It'll be a better experience for you and your colleagues.

7 Prepare to Share - We'll be dividing into smaller breakout groups a couple of times during the session. Be ready to do a quick report-out and share what your small group discussed. It's bound to be brilliant.

Tech Check ✓

While we host 'tech checks' in advance of many of our sessions, it's good to go over a few key tech tips to maximize our time together. Don't worry, we don't expect MGM quality, but you might feel better when tech is functioning well.

• **Software Update** - Depending on the platform we are using (Zoom/ GoogleMeets/Microsoft Teams), update your Desktop App to the latest version. As we use Zoom 99% of the time, we'll share how: Click your name/profile pic on the top right corner of the Zoom desktop app, then click "Check for Updates". Once complete, be sure to test both your audio and video again to ensure everything is working properly.

• **Camera and Lighting** - if possible, select a place in your home or office where you have plenty of front lighting and less back lighting, i.e. don't sit with the window behind you. This helps us see everyone's faces a little better. Also, keep your webcam at approximately eye level.

• **Computer Location** - Try to use a desktop or laptop computer (instead of an iPad or phone.) When setting up for the call, be sure to pick a location in your home or office that has a less distracting background. Joint Attendance - For multiple people in the same location (for example, in the office), please plan on using two devices in two separate rooms. It's much easier for your participation and our breakout sessions!

• **Bandwidth Matters** - speaking of videos, please consider increasing your bandwidth by plugging the computer you plan to use using a hard-wire Ethernet cable if you are able, in lieu of using Wi-Fi. This will ensure you are using the maximum bandwidth your internet subscription allows, which makes for a better connection to the meeting.

• **Tech Glitches** - It goes without saying we'll probably have some tech glitches during the session, so we'll work through them together, but realize there may be a need to pause to reset and regroup.

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