

Webinar practical hints and tips

Our webinar is a Zoom meeting which we've chosen because it's possible to see several people on your screen rather than just see the speakers. To do this, choose gallery view, rather than speaker view. On a PC you see 25 people at a time but you'll find an arrow centre right of your screen and that will take you to the next 25. If you are on a phone, you may need to swipe left to see a few people at a time.



(Move your mouse, touchpad or touch your screen to reveal menus.)

Once the webinar begins, we will spotlight speakers so you'll find they fill your screen. Sometimes there is a little thumbnail video with a plus sign which, if you click, will let you see a few people as well as the speaker.

Please be aware that we are recording the webinar but we won't include any conversation as we arrive or when we depart.

When you join the meeting you'll have the option to join with audio and video. When we begin the webinar, the host will mute everyone. Those joining late will be muted automatically. If you are a speaker, please ensure you know how to unmute yourself. Everyone else, please don't unmute yourself as little sounds which you don't hear are magnified for the rest of us.

At the bottom of the screen (for a computer, elsewhere on an iPad or phone), you will find a chat option. Please feel free to use that to send a private message to people or a comment to everyone. If you have questions for the speakers, please send them privately to the person called QUESTIONS.



Breakout rooms

During this webinar we will split into random breakout rooms of about five people. You will need to unmute yourself to speak unless Zoom automatically unmutes you as it sends you into the breakout rooms. Do remember the convention that it's polite to mute yourself except when you wish to speak.

You may wish to begin the breakout session by briefly introducing yourself. When you move into discussion, please ensure that everyone in the breakout room has a chance to speak. Listen respectfully to everyone and if you disagree, simply offer an alternative point of view.

There will be a counter at the top of the screen telling you how much time you have left. When the time is over, you'll be brought automatically back to the main webinar.

At the end

At the end of the webinar we'll invite you to unmute yourselves so that, if you wish, you can talk to others in the room. It'll be a bit of a free for all, but can be fun. If that doesn't sound like fun to you, please simply leave the meeting.

The Society for Ecumenical Studies

- Twitter: @StudiesSociety – please use these hashtags for tweets about the webinar: #CovidandCommunion #Unity #Ecumenical
- Website: <https://ctbi.org.uk/category/theology/sfes/>