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PARTICIPANT INSTRUCTIONS

(for Virtual Clinical Hypnosis Workshops)

Equipment Requirements for Zoom:

- Computer, laptop or tablet with reliable internet access
- Access the internet using the browser of your choice (Google Chrome is preferred)
- Ability to listen to audio from your device, or access to a landline or cell phone (with reliable connectivity)

Logging In:

If you have any issues logging in, immediately contact the staff person in charge.
Please be prepared to login and be connected for an *on-time* start.

Reporting Technical Issues (Screen view; Audio)

Losing Internet Connection: If you lose internet connection, check your device and reconnect to the internet. Zoom will automatically reconnect you once it recognizes internet service has been reconnected.

Audio Issues: Click on the **Chat box** to let us know what the problem is.

Identification; Mute; Asking Questions:

Participants are asked to:

- Ensure the Zoom tag states their proper name (first and last name) and pronoun (if preferred) (first and last).
- Always have the camera on except for breaks.
- Mute themselves when not asking a question.
- During the presentations, add questions to the Q & A or Chat box which is monitored by another faculty member.
- Ask question directly to the faculty member or group during small group activities.