

Meeting of the Boards

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Effective Communication for Associations of Music Schools 25 & 26 January 2024

Setting up Zoom and accessing the sessions

We will be using Zoom Meetings to host the MotB. We advise you to download Zoom for your respective device ahead of the event from the official Zoom website: zoom.us

Simply click on the links provided in the email to join the Zoom meeting. Once you are in the Zoom meeting, we advise you to select “Speakers View” (in order to see the person who is speaking) in the right up corner, rather than “Gallery View” (which gives you the overview of all participants). By clicking on the 3 dots on the upper right corner of your image you can change your name. Please make sure your name includes your first and last name as well as your country.

Code of conduct

When entering the Zoom meetings, you will be automatically muted. Please keep off your microphone during the sessions but keep your camera on (unless you have a slow internet connection). You can ask questions to the speaker by posting them in the Zoom chat. During discussions, please raise your hand to ask questions or make comments. To raise your hand, click on the “Participants” section, at the bottom of your screen and click on the small icon in shape of a hand labelled “Raise Hand”. Once the session moderator has given you the word, you can unmute yourself and talk.

Breakout Rooms

During the MotB, some discussions will take place in smaller groups. To join the breakout room, you just need to accept the popup message that will come up in Zoom during the session and you will be automatically directed to it.