

## Lapworth Museum of Geology

### Virtual Zoom Workshop: Guidance and Code of Conduct

Virtual Workshops organised and hosted by the Lapworth Museum will be set up as a **Zoom Meeting**. You do not need to download Zoom in order to join a virtual session. For more information about how to join a Zoom meeting, please see their website [here](#).

In a Zoom Meeting you have the option of having your camera and microphone turned on to facilitate an interactive experience. To ensure everyone has an enjoyable and safe session please read the guidance below carefully.

We would like our online activities to be as interactive as possible. Please remember that during an online session you may be visible to, and heard by, other people:

1. If possible, please log into the session from a quiet environment.
2. You should not take photographs of the screen or share any images of the online sessions that include other participants.
3. Please mute your microphone when you are not speaking.
4. You are not required to share your video unless you are comfortable doing so.
5. Screen-sharing is disabled by default for all participants other than the host(s) and the private chat function between participants will be disabled.
6. Please maintain a supportive and positive environment, and respect any questions or input from other participants.

**Participants who behave inappropriately in an online session will be muted or removed.**



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