



**London  
South Bank  
University**

EST 1892

**GETTING THE MOST FROM  
YOUR ONLINE WORKSHOP:**

**OUR ADVISE TO PARTICIPANTS**

# BEFORE THE WORKSHOP

It is well worth spending ten minutes setting up your work area for the workshop. Some considerations when doing so:

- The online platform features two-way video and audio. Others will be able to see and hear you, as well as you see the other participants.
- Find an area where you can work in peace avoiding, if possible, interruptions from colleagues, pets and children.
- Use a laptop / computer rather than a phone. A second screen, if you have one, allows you more viewing options. For example, presentation materials on one screen and participants on the other.
- If using a laptop, try to arrange the camera height so that it is at eye level. This avoids your camera facing directly up your nose. You may need to put the laptop onto some books or similar to achieve this.
- Position lighting so that it is in front of you (or work in front of a window). Lights behind you put you into shadow and silhouette.
- If you are working from home, tell others who live with you about the schedule of live sessions so they know when not to interrupt you.
- Use headphones with built in microphone if possible. This vastly improves the your audio for other participants.
- Use the technical check in time at the beginning of the day to check in early to give time to resolve any technical problems.
- Contact the HSIL team on [healthlab@lsbu.ac.uk](mailto:healthlab@lsbu.ac.uk) if you have any set-up problems.



# DURING THE WORKSHOP

The sessions will start promptly. Please ensure you are prepared and ready for each session.

- The session has been designed with frequent, and lengthy breaks to give you the opportunity to take a comfort break and put on a cuppa
- The live sessions will be a mix of large group and small group (using virtual break out rooms) formats. Your hosts will guide you through this.
- The online platform features options for changing your viewing format. For example a gallery view that allows you to see all participants at the same time.
- The audio, video and chat may be recorded during the live sessions. This will be distributed after the session. This is for your own participant use only, and not for further distribution or broadcast by any means.
- Recordings will not be made of the action learning sessions.

While we will always set out to be well prepared for a video call it is also important to consider that finding a quiet well lit spot and having a laptop rather than a phone is more difficult for some than others. If there are interruptions (the dog barking at the postman, or a child/ person with special needs seeking help or guidance) we need to be forgiving together and then also to stay focused on the task and get back on track as soon as possible.

You will be able to communicate with your fellow participants in a number of ways:

- Audio (depending on the session) your host may open up microphones in order for you to contribute freely.
- Alternatively, the host may mute your microphone. If this is the case you can 'put your hand up' using the raise hand function in Zoom. The host will then unmute you.
- There is also chat and question functionality in Zoom where you can type in any points, links or queries you wish to make.

