

Online session guidelines

Zoom

- Please don't share the Zoom link with other people. If you know somebody who would like to attend, they're very welcome to join us, and will just need to [sign up via our website](#). It's important for us to know who will be joining ahead of time, so we can give everybody the information they need, and ensure the session is a manageable size.
- Whilst Zoom can be used on a phone, tablet, desktop computer or laptop, a laptop or desktop computer will give you the best experience as you will be able to see more of the group on the screen at once.
- When you click the link to join, you'll be placed in a 'waiting room'. No one can see each other in the waiting room, it just means we can all start the session together rather than waiting for people to log in one by one.
- Please make sure your Zoom display name is the same as the name you used to register. This is so that we can recognise you in the waiting room. Your Zoom name will be visible to other participants, so you may wish to use just your first name.

Privacy

- There is no pressure to have your camera on, but if you do, remember that others will be able to see not only you, but everything behind you. Please be aware of what's in view – photos, members of your family, any private or identifying information – and make sure nothing is visible that you'd rather we didn't see.
- Please do not record any part of the meeting (audio or video), or take any pictures.

Chat

- If you need anything during the session, you can privately message one of the PCUK Hosts using the chat function. Please make sure it is not set to 'Send to: Everyone', or your message will be visible to all participants.