



Webinar Etiquette + Tips and Tricks - New Leaf Learning Centre

Welcome to the New Leaf Learning Centre!

We are gathering from all across Canada, and learning together and from each other, so please help us by following some of these simple guidelines.

Our Values:

We value and respect all people. Any disrespectful language toward other participants or the presenters will not be tolerated and you will be removed from the webinar.

Connection Suggestion:

It will be easier for you to interact with the content from a computer than a phone or a tablet. Zoom has some features that are more flexible on a computer.

Setup Up Your Screen:

During the presentation, slides will be shared on screen. You might find it easier to adjust your view option use the “side-by-side mode” or “speaker view” to help you track with the presentation and read the slides. You can toggle between those using the button at the top right above the talking heads.

Mute Your Mic:

The host will be keeping you muted unless you are invited to speak.

How to ask a Question:

During the question time, you can submit a question by typing it in the chat as a private message to the host named “Questions.” Any questions submitted in the chat to everyone will be assumed to be a question to the whole group.

During the plenary sharing time, to indicate you have something to share, use the “raise hand” button. Open your “participants” window using the button at the bottom of your screen then use the “raise hand” button to ask a question or make a comment.

Breakout Rooms:

We will be breaking into small groups to discuss what you have been learning and your response. While in that group you will be asked to respond to Scenarios found here [[Scenarios link](#)]. Please have someone in your group download the scenarios and take notes of your response. Email your notes to admin@newleafnetwork.ca and we will share the compiled responses with the wider group later.