

HOW TO JOIN IN WITH THE DIGITAL CREATIVE FORUM

Etiquette for engaging via Zoom

We can't wait to see you all at the first Digital Creative Forum meeting. Read below to see how we will be using Zoom functionality to ensure you are all safe and get to have your say.

- 1. Waiting room:** when you join the meeting, a host will need to let you in. Please make sure that your Zoom name is your full name and that your webcam is ON.
- 2. Mute:** When you enter the meeting your microphone will be muted. We ask that you keep it muted throughout the meeting, except for when you are speaking.
- 3. Chat function:** As you will be muted, the chat function at the bottom of the screen is your new best friend (see below).
- 4. Hand raise function:** We ask that you do NOT use the 'raise hand' function when you wish to say something. This is difficult to manage when there are more than around 10 participants.

Asking questions and contributing to the conversation:

- **During the interviews with industry representatives:** ask questions via the chat function. The host will then ask them on your behalf to keep things running smoothly. Don't worry if your question isn't asked, it may be that it is going to be asked later on in the presentations, or that it will be brought up as part of the discussion session.
- **During the discussion section of the forum:** Put in the chat that you have a 'question/qstn' or 'comment/cmt' and you will be called upon and unmuted. The host will monitor those that wish to speak and try to ensure everyone gets a chance.
- **Chatting with each other:** Just as at an in-person forum, we want to encourage member-to-member conversation, so feel free to use the chat function to make general comments and spark conversations.

Importantly, we want to keep everyone safe and make sure that we hear from all of you – hopefully this process helps!