

ABC Family History Association

***INTERNET VIDEO
CONFERENCING
POLICY***

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Internet Video Conferencing Policy

The pandemic of 2020 brought with it the realisation that the use of video conferencing facilities was the way forward, even after the pandemic ended. Zoom is the platform which ABC Family History Association (ABCFHA) has selected to use in the immediate future, although it is accepted that this may change over time. ABCFHA will therefore purchase a Zoom Pro Account which allows for 100 participants in any activity, with unlimited time.

INCLUSIVITY

It is ABCFHA policy to bring as many participants as possible to our activities through using Zoom, whether or not we are also having a face to face activity. This has the advantages of allowing members and others to join us even though they may, for example,

- live too far away to attend a face to face activity
- not have transport to be able to attend a face to face activity
- be housebound
- be a carer
- be a single parent looking after children.

This makes ABCFHA as inclusive as possible, although we recognise that those without internet facilities, or at least a smartphone, will be unable to use Zoom. As time moves on, this will be fewer and fewer people.

USE OF ZOOM

It is ABCFHA policy to use Zoom to run:

- Courses
- Workshops
- Committee Meetings

ZOOM PROTOCOLS AND CODE OF CONDUCT FOR PARTICIPANTS

BEFORE THE ACTIVITY STARTS:

- Participants need to install the Zoom software on their PC or the Zoom App on their iPad, tablet or smartphone in advance of their first use of Zoom.
- A link for the activity will be emailed to each participant around 2 days prior to the activity.
- Participants should seat themselves somewhere quiet and comfortable, with as stable an internet connection as possible. (N.B. Turning off the participant's video will help the connection if it is weak.) Participants should ensure that no-one can 'walk into' their camera view without realising they can be seen.
- At the time of the activity, participants click on the link and will enter the Waiting Room, which is generally opened 30 minutes before the start time of an activity to allow participants to meet each other and chat.
- The host will admit each participant in turn, checking names on the invite list, so there may be a short wait.
- All participants will have their audio and video switched off when they join the activity but are asked to immediately turn them on to make contact with the host – this is for security reasons. They may then turn them off again if they wish. Participants will see an icon for audio and an icon for video on their screen – if these aren't showing, click on or touch the screen and the menu should appear. Participants can turn audio and video on or off themselves.
- All participants are asked to ensure that their full name is on their Zoom screen – click on the name and change it if necessary. This is required for security reasons and also for social reasons.

- Until the activity time is reached, participants may keep their video and audio on in order to meet with others, but if they prefer not to do so, that is perfectly acceptable.
- Some activities may be recorded and participants will be made aware of this at the start of the activity and also in the link invitation.
- In the 30 minutes before the activity begins, it is suggested that participants should have their screen on gallery view so that they can all see each other - if there are a large number of participants there may be more than one 'page' of participants.

DURING THE ACTIVITY

- The host will inform participants when the activity is about to begin.
- Courses – participants are asked to turn off audio and video immediately the course is starting, until asked to turn these back on for questions at the end of the course presentation. There will be time for questions after the presentation is ended but participants may wish to ask a question during a course – this is perfectly acceptable and they can turn audio on to do so, after which it should be turned back off. Those using a computer will find that they can hold down the space bar while they speak and this will 'unmute' them. Letting go of the spacebar will return them to 'mute'. There will be time for questions after the presentation is ended.
- Workshops – participants should turn off audio and video and only turn these on as required.
- Committee Meetings – participants should have video turned on and turn on audio as required.
- There is a Chat facility on Zoom where a participant can type a comment or question to all participants or just to one particular person – this can be disruptive during an activity and it is preferred that this is not used, unless a participant has to leave the activity before the end and wishes to say thank you to the speaker and goodbye to other participants.
- The host or speaker may use the screen sharing facility for a presentation. Participants are requested not to use this facility on their own computers at any time during the meeting, unless asked to do so by the host. When screen sharing starts, the gallery of participants will turn into a filmstrip at the side of the screen. Participants can minimise this by clicking on the 'minus' minimise sign at the top left of the filmstrip. The resulting 'bar' can then be moved to wherever the participant wants on their screen. This will prevent it interfering with the view on the screen.
- Please note that all presentations are copyright and any use of screen capture, recording or lifting of illustrations within the presentation is not permitted. A handout will always be emailed to participants immediately after a course.
- A participant may leave the activity at any time but will not be able to re-join if the meeting is 'locked'.

AT THE END OF THE ACTIVITY

- After the activity has concluded, there will be a short time for a social chat amongst participants.
- The host will then formally end proceedings and close the Zoom connection for everyone.

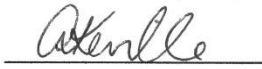
BREAKING THE CODE OF CONDUCT AT A ZOOM MEETING

If anyone participating in the event should break the Code of Conduct, the host will ask them to conform but has the ultimate sanction of ending that person's attendance at the Zoom session.

REVIEW

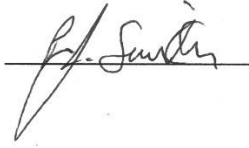
This policy will be reviewed annually and revised as required.

Policy Approved: 11 February 2021



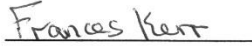
Name: Anne Keville

Position: Chairperson, ABCFHA



Name: Joy Smith

Position: Secretary, ABCFHA



Name: Frances Kerr

Position: Treasurer, ABCFHA

1st Review Date: 11 February 2022