

Live streaming requirements for live Zoom workshops

To participate in one of our live streaming workshops, you will need access to the following.

- A computer with a webcam, audio, and a microphone so you and the workshops faculty can see each other and interact.
- A reliable internet connection that can support live streaming
- We recommend using Google Chrome, Microsoft Edge, or Safari to stream the workshop. Please note: Internet Explorer is not supported.

For the best experience, we recommend you use a computer with a hardwired internet connection. If that's not possible, the next-best option is using a computer with a wifi connection. The final option that will work well enough is using a tablet with a wifi connection. Due to participation needs, we strongly recommend against using a smart phone to stream the workshop.

If you are concerned about your device or connection, click [here](#) to see a list of Zoom's supported devices.

Pre-workshop checklist

Before your live virtual PWR!Moves workshop, we ask that you complete the checklist below to ensure the best live streaming experience. We will not be available to troubleshoot individual connection issues during the workshop—please troubleshoot before the workshop.

1. Know what time your workshop will start in your local time zone

- Please note: We offer workshops with different start times and to participants in different time zones. It is your responsibility to determine when the workshop will start in your local time.

2. Make sure you can access Zoom

Zoom offers a robust library of video tutorials, which you can access by clicking [here](#).

3. Test your webcam

You'll be required to use your webcam during the entire workshop. It is a CEU requirement that you have the camera on during the entire workshop. If you are experiencing trouble with your webcam, click [here](#) to access Zoom's camera settings troubleshooting page.

- o **Please note:** 100% attendance for the entire workshop is required to be awarded continuing education credit, a PWR!Moves certification, and certificate of completion.

4. Submit your photo identification to the Education Department

You'll be required to supply photo identification prior to the workshop. We are required to match your face to your name, so if you are concerned about sharing private information, please feel free to obscure it with your hand or a piece of tape when you submit it.

5. Join the workshop at least 15 minutes early to allow for any difficulties logging in.

6. Edit your display name in the Zoom meeting so that it matches the name on your registration.

During the workshop

Your workshop will be moderated by a PWR! staff member. The moderator will email you shortly before your workshop is scheduled to begin. If you do not receive an email from your moderator by 7:15am, please call (520) 591-5346 ext. 030.

Attendance

Attendance will be taken each hour.

- **Please note:** 100% attendance for the entire workshop is required to be awarded continuing education credit, a PWR!Moves certification, and certificate of completion.

If you are logged out of the workshop due to technical issues, you will need to log back in immediately. You will be placed in the waiting room upon logging back in and your moderator will allow you to re-enter the workshop. Failure to log back in will prevent you from receiving CE credit for the workshop.

If you are not viewable onscreen for more than 10 minutes, your moderator will attempt to contact you privately via Zoom chat, phone, or email. Your moderator will contact you twice, 5 minutes apart. If you do not respond within 5 minutes of the second attempt to reach you, you will not receive CE credit for the workshop.

If you have questions or need assistance during the workshop, please email your moderator. They will email you shortly before the workshop and introduce themselves.

After the workshop

Upon successful completion of the workshop, you will complete an online course evaluation, and will be emailed your certificate of completion within 5-10 business days.

If you have any questions or need help before the workshop, please email the Education Department at workshops@pwr4life.org.

Acknowledgement

My signature below confirms that I have read, understood, and will adhere to the Live Virtual Workshops Policies.

Signature _____ Date _____

Name _____