

Telepractice Parent Workshop Information

The agency uses a program called Zoom to run parent workshops. This program allows us to send you an invitation via email with a link and a password which will open the video session and allow you to participate in the workshop.

What do I need to be able to connect to the workshop?

You can open the link to your session on a smartphone, tablet or computer. You'll need a device with a camera and a microphone. You'll also need a connection to the internet. We want you to be aware of your internet usage limits. If you do not have unlimited data/Wi-Fi allowances you may incur overage charges from your cell phone/internet provider. If you have concerns or questions, please contact your provider.

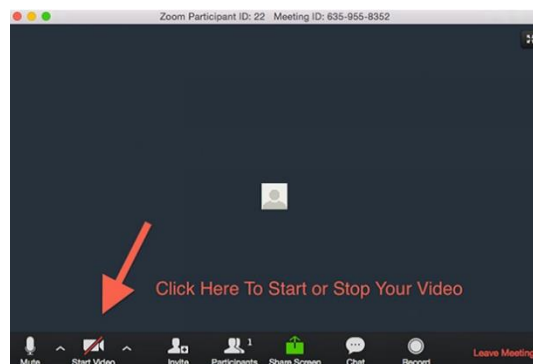
How will the parent workshop work?

Prior to the workshop, you will receive an e-mail with a link to the video session (it will also have a meeting ID code and a password if you don't join directly from the link).

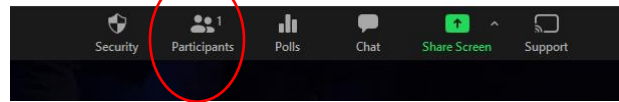
At the time of the workshop, when you click on the link (or enter the meeting ID and password), your video session will automatically open and you will be placed into the waiting room.

Some details to know about the workshop sessions:

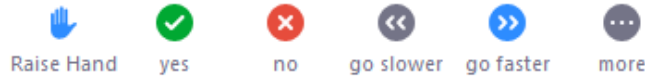
- If possible, please find a quiet space to participate in the workshop away from other people. If you cannot find a quiet space, please make sure to keep your microphone and camera off at all times.
- Please sign into the workshop 10 minutes prior to the start time. You will be placed in the waiting room. At the start time you will be placed into the workshop. The workshop **will be locked when it begins**. You will not be able to join once the workshop has started.
- When you join the workshop, you will be asked to enter your name. **To help protect confidentiality, please enter your first name and the first initial of your last name (e.g., John S).**
- When you join the workshop, if you choose "join with video", you will be visible to others in the workshop. If you decide you don't want to be seen, you can turn your video off at any time



- At first, all participants will be muted (microphone turned off) except for the presenter. Please leave your microphone muted. If you have a question, you can click on the “participants” icon:



You will see a “raise your hand” icon.



Please click on this and the presenter will unmute your microphone at an appropriate time so that you can ask your question.

- Please do not type personal information into the chat feature.
- During the session you may be invited to participate using polls, yes/no features or other.

Important Reminders:

By joining this workshop, you are agreeing that:

- **You will not record the workshop.** Neither the clinician nor any participants will record the session. This is to protect the privacy of all participants.
- By joining, you are agreeing that confidentiality of all participants will be respected and that **you will not discuss any participants or their children outside of the workshop.** Any information about a participant or child discussed during the workshop stays in the workshop. If you are not comfortable sharing information in a group setting, we are happy to connect with you outside of the workshop to have a private conversation.
- If your video is turned on, others in the group will be able to see you. If you don't want to be seen, please leave your video off. We will do our best to try to ensure it does not get turned on.
- If your microphone is turned on, others in the groups will be able to hear anything within your microphone range. Please keep your microphone muted unless you are speaking (e.g., asking a question).