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### Zoom Information Sheet

Zoom can accommodate everything from 1:1 teaching sessions to meetings of up to 100 attendees. A Zoom account is not required to attend meetings, although you will be prompted to download some software when you join, in order to attend the meeting. The SGD has a Zoom license and will send out invitations to any events that you are booked on to.

To join the meeting, please follow the below steps:

- You will receive your email invitation from the SGD when you have registered and before the event. On the day of the event, you can click on 'join link'. From there you will be prompted to download or launch Zoom.
- Do not share the link with anyone – it is personal to you.
- You may see the following message displayed: 'waiting for host to start meeting'. This means that the host of the meeting has not yet joined.
- At this time, you can check your audio and video settings. In the bottom left-hand side of the screen, you will see a 'Join Audio' button. To the left of this is an arrow, which when you click will display the 'test speaker & microphone' button. The SGD would recommend that your microphone is muted during any meeting so that background noise does not interfere with the lecture.

It can be helpful to see each other's faces during training, however, please consider what is visible on video behind you. When participating in a Zoom meeting / training session with fellow SGD members or clients, please be mindful of your background and remove any confidential items or personal effects as the sessions are recorded. It is also important to advise any additional members (particularly any children/minors) of your household not to walk behind you during the meetings / sessions due to the recording of sessions. Ensure your seating and position will be comfortable for the duration of the session.

It is possible to set up a virtual background via the Zoom application. The virtual background feature allows you to display an image or video as your background during a Zoom meeting. For further information on this please visit <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

During the meeting you do not need to take notes if the session is being recorded, this will allow you to review and replay any part of the session. The recording can take a few days to process, but once this has been done a link will be sent to you so you can access and download the file. If you do not wish to be recorded but do wish to participate, you will need to click on the video button in the bottom left-hand corner and set it to 'stop video'. Your name may also be visible, if you wish to change this, hover the mouse over your name and click on the 3 dots then select 'rename'.

If you need to leave the meeting prior to it ending, please click on the 'leave meeting' button on the bottom right-hand side of the screen.

The host (generally the speaker) will have control over the meeting. There is a chat feature within zoom but please note that the speaker may not be able to respond to questions whilst presenting. The SGD would suggest that all questions are left until the end of the session, but this is at the discretion of the host who will clarify this at the start of the meeting.



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Please note the SGD cannot be accountable for any internet connection problems that you might experience, and we recommend you check the reliability/download speed before signing up to a session. The download internet speed required is as follows: Zoom requires internet speeds of between 600kps and 1.8Mbps for a 1:1 to video call. It is also recommended that you try to ensure others in your household use minimum internet and avoid things like streaming films during any meetings.

**If the CPD you are attending is being recorded to be made available for purchase for future educational purposes this will be stated on the CPD web page for the event.**

- By purchasing a ticket for one of these events you agree to participate in a recording that may be made available for purchase at a later date.
- If you do not wish to be recorded but do wish to participate, you will need to click on the video button in the bottom left-hand corner and set it to 'stop video'.
- Your name may also be visible, if you wish to change this, hover the mouse over your name and click on the 3 dots then select 'rename'.
- **You will not be included in the recording if your video is off, and your microphone is muted.**
- If you wish to ask a question during the CPD you can use the Chat function, click on the 'Chat' icon at the bottom of the screen and type your question in the bottom right corner, if you do not select a specific person to address your question to, the whole group will be able to see the question. The chat will not be included in the recording.