**Zoom Platform Guidelines for MBCPM trainings 2021**

For MBCPM Patient Courses: The sessions are from 13:30 to 15:45 on Wednesdays, with a 10 to 15 minute break. We invite you to enter the virtual room 10 minutes before class. Please sign in with your correct name when first signing on. If you have not used ZOOM before we suggest you download it to your computer prior to class as it gives best use of this platform.

To cultivate a warm shared screen environment and to support our time together we want to share with you a few ZOOM guidelines:

* We’re inviting you to join the session with the attitude of showing up for an in-person class
* As much as possible, setting yourself up in a room that is quiet, to aid you in participating; using earphones if it helps with privacy
* Dressing in comfortable layers.  Feeling free to bring your meditation cushion, yoga mat and water bottle to support you during practice
* Ensuring a strong and steady internet connection: Being near your modem helps
* Only using Zoom chat if the facilitator permits you to do so, or if sending a private message to the facilitator requesting support.
* If experiencing technical difficulties or any other issues please feel free to send an email to annie.hebert@univi.ca or telephone 705-898-2594
* Muting yourself when you are not speaking. There may be either feedback or background sounds that you don’t hear that interrupt the experience for others.
* Important: Keeping your video on during the entire class, as much as possible, unless arranged with your facilitator: the group often does best when able to see all participants.
* Choosing the “Gallery View” to be able to see everyone.
* Refraining from using technology other than for the purpose of the class.
* Not joining the session from a car (could be unsafe) or another environment where there maybe distractions and activity in the background
* Not engaging in other activity such as with video/sound off, during a session: giving your full attention
* There will be a short break when you could have a snack or refill your drink. Eating during the session can be distracting.
* Weekly home practice assignment can be found at [www.univi.ca](http://www.univi.ca) under the mindfulness tab