



## Paperhouse Studio Virtual Class Guidelines

Our virtual space just like our physical studio is a shared environment. We make this space together and we want people to be comfortable and supported. We have a code of conduct which is outlined [here](#) and applies to this virtual space, all the more important as it is a space that many of us are not accustomed to. Please take the time to read the code of conduct and let us know if you have any questions.

### Preparations for the Workshop

#### Process and Technical Requirements

- All Paperhouse virtual workshops will be hosted on [ZOOM](#), you will receive a private link to the workshop room 5 days prior to the date of the class.
- We will host a **ZOOM training session** prior to the workshop for any participants who are unfamiliar with the platform to cover basic functions, this will be held 3 days prior to the workshop date, an email with exact details will be sent to you. If you are unable to make this date and time, please get in touch with us.
- **It is *not* required for you to share your video and/or audio during class.**
- All virtual workshops will have a **moderator**, who is not participating in the class, that will assist the instructor and participants with technical logistics e.g. keeping track of time, aid with communications, ensuring participants are comfortable with ZOOM prior to and during the workshop, etc. Moderators are there to make sure everything goes as smoothly as possible for both participants and the instructors, it is their job to help you if you are feeling confused or uncomfortable in any way. Moderators will alternate between Emily Cook and Flora Shum per workshop.
- If there is anything you would like us to share with the facilitators or with the group in general but anonymously please feel free to email us prior to the workshop.
- **ZOOM will allow you to choose how your name is displayed.** Please put your name followed by your pronouns, e.g. Emily (she/her). You can represent yourself however you like. Please keep in mind to not assume anyone's pronouns.
- **Please arrive 15 minutes early if you are unfamiliar with ZOOM** and we will orientate you to the platform, e.g. where to find and how to use the interactive tools. Here are some of functions we will use:
  - Yes/ No located under participants.
  - Pinning a window to focus on the instructors work area.
  - Gallery and speaker view.
  - Mute and unmute.
  - Chat and private chat options.

# During the Workshop

## Timing and Pacing

- **Starting Check-in:** We will use 10-15 minutes at the start of class for a check-in to ensure people have the tools and materials needed, and to share thoughts on making the virtual space more comfortable.
- **Pausing:** At the end of each step the instructor is going to pause and ask everyone to indicate that they are ready to move on. We are also going to ask the group to share their process of their piece so far (optional for participants) and give space for questions.
- **Breaks:** The moderator will ensure that there is at least one 5 minute break every 45 minutes and 15 minutes every 90 minutes. If this is a 5 hour class there will be a 30-45 minute lunch break at a time determined by the instructor. You can also let us know in a private chat if you need to catch up and we can ensure a longer break for the whole group while we work with you in a private chat room. There will be natural breaks in the instruction that do not follow this strict time and we will try to communicate clearly as we go. Please do take breaks whenever you need one, if necessary you can alert us in a private / group chat.

## Ways to Ask for Help

- Any time you require **assistance**, such as a repeating of a step or any discomfort you are experiencing, you can ask for help in these methods:
  - Write it in the group chat or, for anonymity, a private message to the moderator.
  - Unmute yourself and ask the question.
  - Using your video, wave your hand in the camera, please make sure you are very close so we can notice it.

## Additional Information and Feedback

- We will be **recording the workshop** as a learning tool for us, therefore all private messages will be recorded too. Please do not send any messages that you do not want Paperhouse Studio to keep. We will not be sharing these conversations publicly or with instructors without your consent. If you wish to communicate sensitive information off the record please email us directly.
- **Class Survey:** Paperhouse aims to design a method for virtual teaching that is accessible for our community. Apart from viewing the recording, we will also be utilizing surveys to help us capture your thoughts and feedback. We hope you will be gentle but critical and let us know what did and did not work for you. All survey feedback can be filed anonymously.