Standards for Workshop Participants

1. Must have access to microphone and camera
2. Must register for virtual sessions in LEO
3. Must register for virtual sessions in Zoom
4. Must attend all 3 sessions for Capstones in order to receive credit in LEO
5. Camera will remain on unless they must leave their seat
6. No virtual backgrounds allowed - SCS will set this in the Zoom default settings
7. Participants CAN privately chat
8. Self-mute is best -- assistant can mute them if they don't recognize the noise
9. Work attire required

Participant Registration Process for Virtual Workshops

1. Sign up for the Workshop in LEO.
2. Three (3) days prior to the Workshop date, you will receive a Zoom link from SCS Facilitator.
3. You will click on the Zoom link contained in that email to register in Zoom. During this process, you will answer questions regarding technical requirements.
4. The SCS Facilitator will approve/reject registration based on technical requirements.
    a. If approved, you will receive a notification from Zoom containing information for joining the session.
    b. If rejected, you will receive an email stating why and what options are available.
5. You will receive a reminder email from Zoom 1 hour prior to the Workshop start time.
6. You attend the Workshop.