

SUSTAINABILITY KICKSTARTER WORKSHOP

An Enterprise Ireland
Capability Development
Programme

PROGRAMME
TECHNICAL GUIDANCE



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1 Introduction

This Enterprise Ireland workshop, developed and delivered in partnership with Shaping Business and Antaris Consulting, will guide you through an approach to developing a more sustainable business.

This Programme Technical Guidance has been developed to provide useful how-to guides on various aspects of taking part in this virtual capability development programme.

2 Technical Preparations

The workshop is facilitated using the Zoom communications platform. Therefore it is advisable to familiarise yourself with how to use this online facility.

2.1 Zoom Setup

You can visit <https://zoom.us/test> to join a test meeting to enable you to test your device setup. Before you launch the test meeting you will be presented with the following screen.

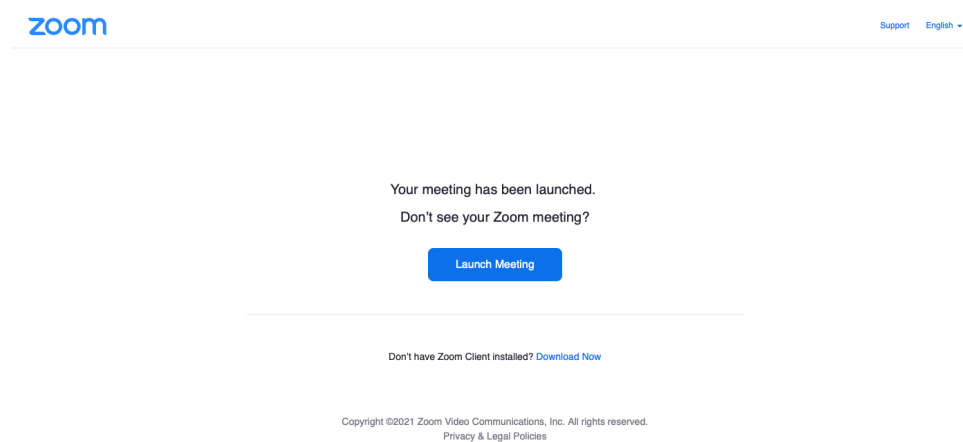


Figure 1: Zoom Test Meeting Initial Screen

The Launch Meeting button will subsequently give you the option of launching the Zoom application (on your device) or opening in a browser window (further down the screen beneath the Download Now option).

In the screen shown in Figure 1 you can download the application to your device and this will give you the maximum functionality when using Zoom, as there are limitations with the browser viewing option. It is free to setup an account within your Zoom application.

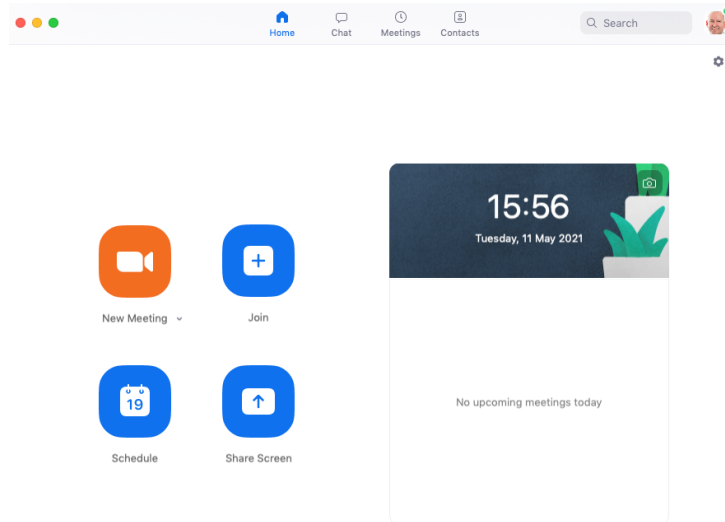


Figure 2: Your Zoom Home Screen

The screen below is your settings screen accessed by clicking on the cog symbol in the top right hand corner of your zoom application home screen. From here you can setup your screen name via your profile and any background options. For the Masterclasses please have your profile name setup as firstname surname – Company Name, to help the facilitators and your fellow delegates.

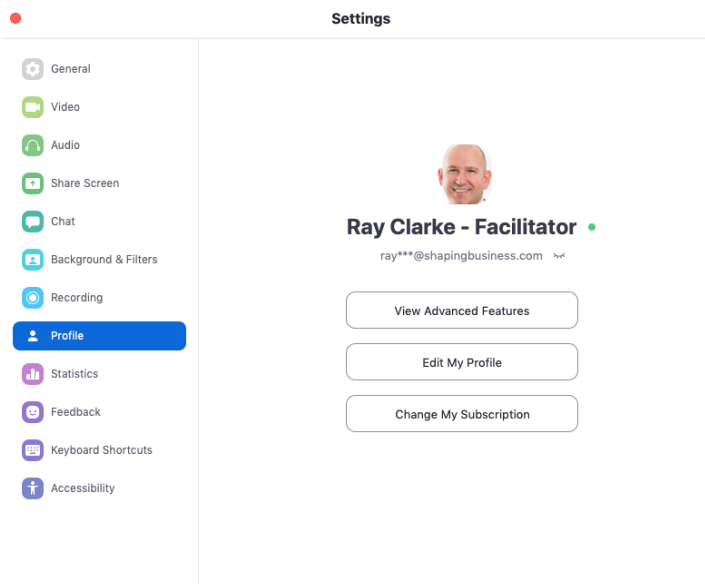


Figure 3: Your Zoom Setup and Settings

2.2 Accessing the virtual workshop

You can access the weblink for your virtual workshop via the calendar invite or the weblink in your welcome email.

2.3 Recommended Best Practice during the workshop

In order for you and your fellow delegates to get the most out of the workshop, we advise you to follow these recommendations:

1. Use a suitable environment to take part in the virtual workshop, where there will be no noisy distractions, a good internet connection, an appropriate screen/device for viewing the session and collaborating with colleagues on the toolkit/exercises and finally suitable lighting.
2. Have your video turned on
3. Mute your audio, unless introducing your business or during open discussions in session
4. Ensure your Screen name has been set: Firstname Surname, Company
5. Use the Chat function for raising issues or for session topics/discussions
6. During breakouts which are within your company, focus on discussions that enable you to undertake specific activities and develop your thinking about how to apply sustainability practices to your business
 - Screen sharing will be enabled so you can share within the breakout room
 - Avoid protracted discussions on issues that wont be resolved in the time allocated to the session
 - Your facilitators may visit your breakout room when requested or to check your progress or provide additional support
 - If you leave your breakout room, you can reenter using your own in-screen controls

2.4 Zoom In-Meeting Controls

When you join a Zoom Meeting your In-Meeting screen will have controls that you need to be familiar with. The In-Meeting screen is illustrated in Figure 5.

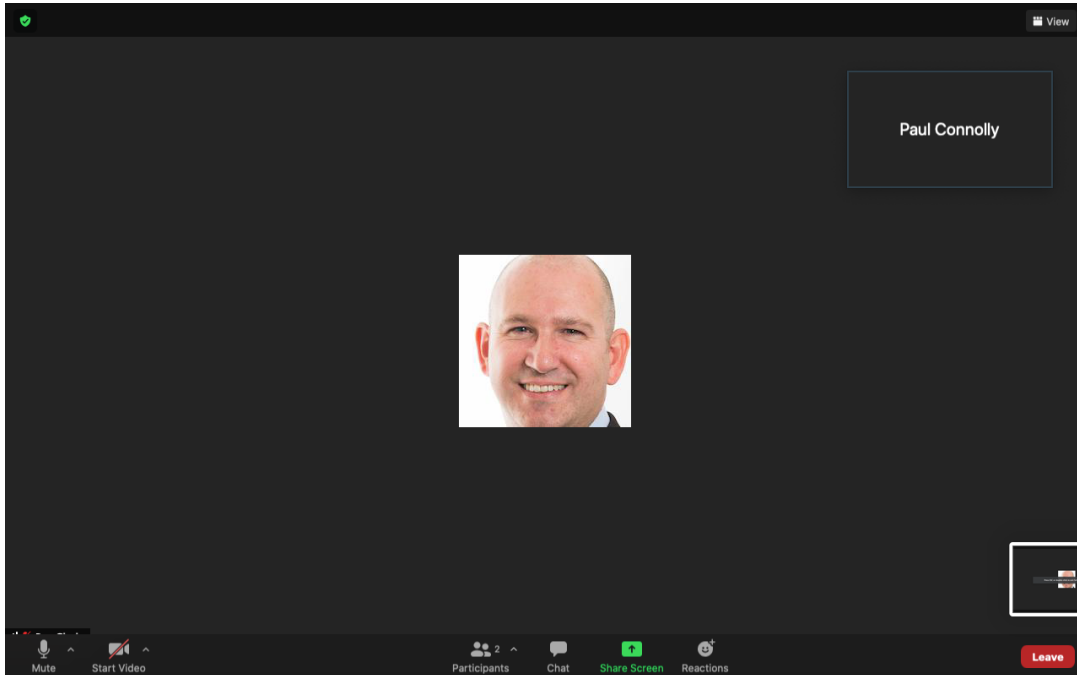


Figure 4: Zoom In-Meeting Controls

- Selecting the Green tick symbol on the top left of the application screen provides the Meeting details
- Selecting the View symbol on the top right of the application screen control your view of the speaker or all participants on your screen.
- The Participants will be shown in the column on the right hand side of your screen (in this default view)
- Selecting the Mute microphone symbol on the left of the bottom menu bar will toggle you microphone on and off to unmute or mute you
- Selecting the Start Video on the bottom menu bar will turn on your video and selecting Stop Video will turn it off again
- Selecting Chat on the bottom menu bar will open up a chat window for you to post messages to the room or to a participant – decided by selecting To everyone or using the dropdown menu to select a participant
- Selecting Share Screen on the bottom menu bar will open up a new dialog box with options to share your desktop, a whiteboard or specific application screens. Once you have selected what you want to share you select the Share button in the bottom right hand corner
- Selecting the Reactions gives you the option to 'Raise Hand' in a popup menu. This will notify the facilitator that you want to discuss an issue in the room. The facilitator will cancel the 'raise hand' when the issue is being addressed.

- When you are assigned to a Breakout room, you will see an invitation dialog box appear on your screen with the invitation to join and two options a) 'Not now' and B) 'Join'. At the start of the sessions you will be assigned to breakout rooms and you do not need to join the room at that point so you can select 'not now'. Once you have selected 'Not Now' a new menu item will appear in your bottom Menu bar for 'Join Breakout Room'
- When you select Join Breakout Room in the bottom menu bar a dialog box will appear confirming the details of your breakout room with a button to select to confirm 'Join Breakout Room'
- In the Breakout Room an additional 'Ask for Help' option appears in the bottom menu bar. You can select this if you want a facilitator to come to your room so that you can ask questions or discuss an issue. You will also receive broadcast notifications from the facilitator, which will appear at the top of your screen. You will also receive notifications when the room is closing to return to the main room. When you select the 'Leave Room' button at the right hand side of the bottom menu bar you have two options to a) Leave Meeting and b) Leave Breakout Room you will use the latter option to return to the main room. If you accidentally leave the breakout room during your session you can rejoin using the Join Breakout Room item in the bottom menu bar. If you accidentally leave the meeting, you will need to use the original invitation link to rejoin the meeting and you may be in a temporary waiting area until the facilitator provides access.

When you join your workshop it is helpful for everyone to follow the screen naming convention of Firstname Surname – Company name during these sessions.

If you need to amend your screen name you can do this quickly using the In-Meeting controls. As shown in Figure 6, Select 'Participants' in the bottom menu bar and on the right hand side pane hover over your name to select 'More' and then select 'Rename'. This will provide a new dialog box where you can enter your screen name and select the Rename button.

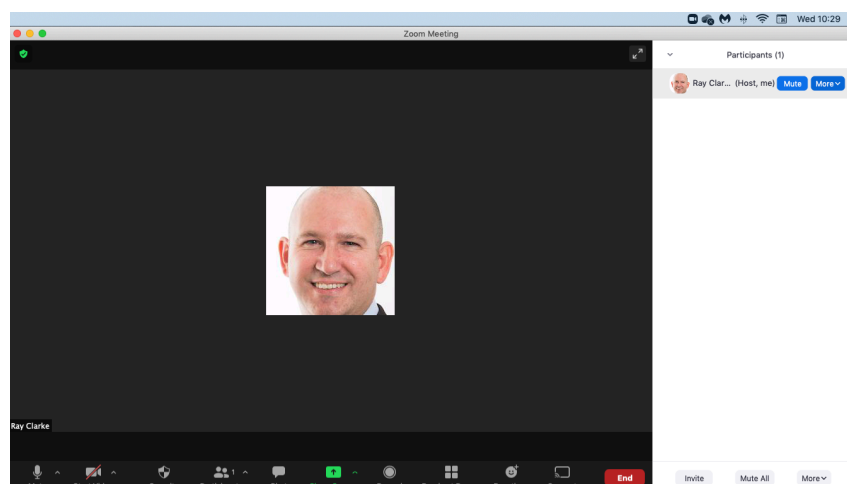


Figure 5: Changing Screen Name