



## Instructions for General Workshop Participants

The Workshop consists of two parts: (1) presentations by speakers and panelists in Zoom Webinar, and (2) breakout sessions in Zoom Meeting. Note that Zoom Webinar does not allow for breakout rooms. We will therefore use Zoom Meeting for the breakout sessions.

[As a participant, please refer to the following instructions for the first part of the Workshop in Zoom Webinar:](#)

- You have received a unique link to the Zoom Webinar after you registered for the Workshop. Please use that link to join the Workshop.
- During the first part of the Workshop, only speakers/panelists/hosts can be seen in the Zoom Webinar and they can speak. All other participants cannot be seen and cannot talk in the Zoom Webinar.
- All the questions should be raised through the Chat Window in the Zoom Webinar.
- If your questions are for a particular speaker/panelist, please specify.
- Your questions will be directed to speakers/panelists by the Workshop facilitator.

[As for the breakout sessions in Zoom Meeting,](#)

- The link for the breakout sessions will be provided to you before the breakout sessions in the Chat of Zoom Webinar. Note that it will also be emailed to you before the Workshop as a backup. You can leave the Webinar and join the Zoom Meeting (breakout sessions) by simply clicking the link.
- Please review the instructions for the breakout sessions before the Workshop.
- Each participant will then be randomly assigned to one of 5 groups. Participants will be asked by Zoom to join a breakout room.
- Pre-assigned group leaders for breakout sessions will lead the discussions, take notes and report back to all the participants in the following plenary session (Zoom Meeting).
- Please note that the group leaders will record the breakout discussions. The recordings

won't be distributed to participants and they are only used by CISMaRT for preparation of the Workshop report.

- At the end of the breakout sessions, a notice will be sent inviting each participant to return to the plenary session (Zoom Meeting).

Please contact Wei Qiu at [info@cismart.ca](mailto:info@cismart.ca) if you have any problems during the Workshop.