



## Asia Rugby Digital Session Guidelines



### Guidelines for AR TV “live” Q&A sessions & Zoom workshops

Area	AR TV Live Q&A session	Zoom workshop
<b>Attire</b>	World Rugby / Asia Rugby / Union polo shirt	
<b>Setting</b>	Background - Use “Green Screen” (If your computer permits) with suitable WR/AR/ Union logo. If not, a plain white/neutral background would be fine	
<b>Log in</b>	Log in at least 5 minutes before your call to ensure your video & audio settings are working.	Log in at least 3 to 5 minutes before your call to ensure your video & audio settings are working.
	This prevents delays at the start of the session, and allows your host to start the session promptly	
<b>Mute Button</b>	Use the mute button to reduce background noise when it is not your turn to speak	
<b>Host</b>	Host to highlight following protocols at start of session as appropriate: <ul style="list-style-type: none"> <li>Turn your microphones to mute during sessions and unmute before you speak</li> <li>Keep your cameras on</li> </ul>	Host to add following protocols to presentation slide deck as appropriate: <ul style="list-style-type: none"> <li>Turn your microphones to mute during main sessions, and unmute during breakout sessions</li> <li>Keep your cameras on</li> <li>Use the “Raise Hand” function if you have a question</li> <li>10min Toilet/refreshment break every hour</li> <li>Quick brief on pre assigned to breakout rooms</li> <li>Keeping time in breakout rooms - Host will initiate return to main room with 1min pop up warning</li> </ul>
<b>Interruptions</b>	Depending on the session and host, consider if your input would be value adding to the conversation, or interrupting the conversation	Refrain from interrupting others, wait for your turn to speak, or for host to ask for questions. You could also click on “Raise your Hand” icon to notify the group that you have something to say. Home interruptions – Do not feel bad if one of your family members calls you away for an urgent matter, or your child pops into the room. We are working from home, and it is part of the “new normal” *If you do have to step away for a moment, stop video and use your profile icon rather than leave a blank chair.
<b>Questions</b>	Wait for your turn to ask questions	*If you have a question for the group, you may post your question on the chat to “Everyone” * If you have a question for an individual, select the persons name and start your chat. This could also be a question for the host. *Give 3 to 5 seconds after your question for a reply, cyberspace & unmuting the call does take time
<b>Video function</b>	If bandwidth is a problem, stop video and use audio only	
<b>Inputs</b>	Keep your inputs short and sharp, refrain from longwinded explanations. Key points on topic would be much appreciated.	
<b>Speech</b>	Slow down and speak clearly, different accents can be challenging for groups with international participants. Refrain from using local jargon.	



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### **Additional Tips for Virtual Workshop Hosts**

#### **Pre Session**

1. Briefing – Organise this for your Co host and breakout room facilitators a few days prior to the call. Go through Slide deck and brief on workshop schedule and key areas as appropriate. Use this session to test the following functions:
  - Screenshare
  - Breakout rooms
  - Using whiteboard function
  - Using chat function
  - Resources: PPT/Videos/Documents
2. Co Host - If you are having breakout rooms, appoint a Co Host to help you organise this during the call
3. QA's – Identify and inform Trainers who will be doing QA's and Educators who will be observed
4. Click on record session when creating Zoom invite (If needed)
5. Ideal group size – 2 Hosts & 6 facilitators for 30 pax (6 groups of 5 pax)
6. Send pre course tasks / information to group as appropriate

#### **During Session**

1. Start call at least 5 min prior and look to admit participants as they come online
2. Check if call is “recording” as needed
3. Refreshment breaks – Should have 1 X 10min break for every hour of online workshop
4. Request groups to give feedback via chat/whiteboard functions (This saves heaps of time when they are reporting back)
5. Group Photo – Get a Group photo

#### **Post Session**

1. Email group the following (As appropriate):
  - a) Group Photo
  - b) Workshop materials
  - c) Session recording