

Les Panards Dansants Festival 2021

Guide and Etiquette

Before the festival starts

Zoom Key Points

- Install the latest version of Zoom, as they update it regularly (latest is 5.8.0 on 29/09/2021)
- For better connection, use an ethernet cable to plug your device directly into your router instead of using Wi-Fi.
- If you don't have much experience using Zoom, become familiar with the Zoom controls so that you can:
 - o Rename yourself (so that your Zoom name is like the one you booked with)
 - o Mute and Unmute yourself (this will often be done by your workshop co-host)
 - o Turn your Video on and off
 - o Exit Full screen view (so you can see the room name at the top of the screen)
 - o Move between Gallery view and Speaker view to see the participants or focus on the tutor
 - o Join, leave and move between Breakout rooms
 - o Raise a hand, as this is one way of asking questions
 - o View the list of Participants
 - o Enable 'Original Sound' for leading a tune in a session.

Check out our Zoom Technical Guide for tips.

Links and Resources for the Event

Check your email inbox (including your Spam folder) for messages from TryBooking or Yannick/Snozz. These will include links to Dropbox for documents, such as workshops timetable, materials, and Zoom guide. Make sure you read the workshop schedule and workshop information. The Zoom workshop links (and meeting ID and password) will be sent by email.

Please don't share any links you receive.

During the Festival des Panards

Arriving at the Festival

- Use the links (or ID/password) to get into the event - if you have problems getting in, please contact yannick@frenchdanceleeds.co.uk or ring 07717757780
- Log in on time – at least 15 minutes before the start of your first workshop
- You'll find yourself in a Waiting Room until we can let you in. There may be a lot of people arriving at once, so please be patient.

All the workshops take place in Breakout Rooms. We'll be referring to the room where you arrive, as Main Room. You then have a choice of breakout rooms.

Depending on when you arrive, you could choose to

- go straight to your **workshop room** (BOR 1,2,3, or dance)
- visit the **Chat** breakout room and meet your fellow participants
- have a tune in the **Session** room

- Park your computer in the **Parking** breakout room where you can leave it logged in but with sound and video OFF.

Please refer to the timetable we have sent you or which can be found at www.frenchdanceleeds.co.uk

There will be a copy of the timetable in the main room, and people to help guide you. Anyone with **.Panards-** in front of their name is part of the team.

During the Workshops

In your workshop room, while you're waiting for a workshop to start, feel free to chat (or use Chat) to introduce yourself to other participants, say hi to old friends. You can chat privately i.e., to another person, or to everyone.

Once the workshop starts, you will be muted. Your workshop host will introduce the tutor and explain how you can ask questions during each particular workshop, and whether any form of recording is allowed i.e. on your phone.

Only the Panards team has Zoom recording permissions.

ZOOM ETIQUETTE during the FESTIVAL

- Please stay muted during the workshops and concerts unless asked to unmute
- Use "raise hand" to draw the attention of the workshop Co-host
- Use chat for questions

Things to do between workshops

Take a break! There are gaps between workshops, so you don't get "Zoom fatigue". But try not to leave and return to the Zoom event too often; one option is to go to the **Parking Breakout Room** and turn your audio and video off. But if you do leave, there will always be someone on Reception to let you in.

Meet some of your fellow participants in the **Chat** or go and have a play in the **Session Room** – these won't have a host

After the Festival ends

Resources such as music notation will remain in the Dropbox folder for a few weeks.

The files you receive should not be forwarded, nor shared on any web, digital or social platform. They will only be available for a short period of time.

Meet the Team

Most of us will be around all day, either in reception, helping to run a workshop, or enjoying the music and dance. The Panards Dansants committee members are

- Yannick Minvielle-Debat
- Snozz
- Rob Walshaw
- Monica Murtagh
- Toni Johnson

- John Callow

We are delighted to have Clare Shaw, Penny Derbyshire, Fiona Frank, Petra Reulecke, Susannah Diamond and Paul Sherwood helping us.

We are looking forward to (virtually) meeting, dancing, singing and playing with you. And hopefully see you again next year, in real life. 😊