

## Tips for Virtual Workshops & Events

### WFNS Statement of Inclusion

The Writers' Federation of Nova Scotia strives to offer an inclusive space where all feel welcome. To this end, we ask that participants not use racist, sexist, homophobic, transphobic, xenophobic, or other discriminatory language in WFNS creative writing workshops, professional development workshops, writers' panels, public readings, and other events. Instructors/hosts who witness participants use such language have the right to ask those participants to leave.

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### Before your workshop/event begins:

- If you are unfamiliar with Zoom, review an introduction to the platform by clicking this link: [🔗](#)
  - Set up your computer in a quiet room with minimal background noise or echo. Smaller, well-furnished rooms with low ceilings are best for muffling background noise and echoes.
  - If background noise or echo is possible, have headphones with a built-in mic nearby. Plug-in headphones with mics are the quickest way to resolve audio issues.
  - Position your camera at eye-level (by propping your laptop or device on a short stack of books) and between yourself and your main source of lighting so that your neck position is comfortable and your face is evenly lit.
  - Close unnecessary background programs and browser windows (especially programs that use a lot of processing power or internet capacity, such as Outlook, Netflix/Spotify, games, and photo or file editing software) so that your computer can run Zoom more smoothly.
  - Ask others in your household to avoid downloading large files or streaming media during your workshop or event so that your internet capacity is not strained.
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### During your workshop/event:

- Habitually mute your mic when not speaking so that others can hear the current speaker clearly.
- Avoid eating or rustling papers when your mic is on.
- Be mindful that you may be visible to others even when you are not speaking. If prior consent of participants has been obtained, video of a workshop or event may be recorded for later use.
- Ensure you make time & space for your fellow participants to speak, learn, and contribute. Be mindful of behaviours that can dominate discussion, such as regularly talking over others, speaking for prolonged periods of time, performing for longer than scheduled, answering every discussion prompt first, or asking off-topic or multiple questions at once.
- Remember that instructors/hosts have the right to foster equitable speaking time among participants by directing and refocusing discussion and by pausing certain lines of discussion.
- If you are not finding equitable time & space to contribute in a recurring workshop, please share your concern with your instructor via email (or WFNS staff at [communications@writers.ns.ca](mailto:communications@writers.ns.ca)).