JOINING INSTRUCTIONS

How to join and make the most of your day at Limmud Together UK

We're really looking forward to welcoming you to Limmud Together UK this Sunday! We're sure you have a few questions about the event, so we've tried to put all the important details you need to know in one place.

Please take the time to read this information before the event begins so you are familiar with how to join the event, and how sessions will be run.

Date and Locations

Limmud Together UK 2020

Date: 2 August.

Venue: wherever you're spending your Sunday

Joining the Event

The first session on Sunday begins at 10am, with 'The Bar' opening at 9.30am and the waiting rooms for individual sessions at 9:50am (you will not be able to access session rooms before then). [You can view the programme here](#).

Joining a Session (overview)

A step-by-step guide on how to download Zoom, adjust its settings, and join sessions is in the "Joining the Programme (Detailed)" section, beginning on p.3 of this document.
To join a session:

- [Click here to enter the programme,](#)
- Browse the sessions in each timeslot and choose the one you want to join.
- You can login and save your preferred sessions under "favourites" on the online programme, but please note, this does not mean you have booked your place in that session. This setting can be used to create *your own* timetable of your day.
- Click on the room number below the session title (*these will only be available from Sunday morning*)
- This will open the session room in Zoom, you will be prompted for a password and then enter a waiting room until the session begins
- **When you enter a room, please ensure your camera is on** (this should be automatic) and **your name is correct. Please add your city to your name**

You will receive your password to enter session rooms at 08:00 on Sunday. Please do not share it with anyone else.

All sessions start on the hour. You will be able to join the waiting room for a session up to 10 minutes beforehand, and enter a session for the first 30 minutes. For security reasons, rooms will be "locked" after 30 minutes - you will not be able to join a session after that. You can still leave the session you're in.

If somehow you're reading this and haven't yet registered, or if a friend wants to join you, you'll be able to sign-up all day at https://limmud.org/event/limmud-together-uk-summer/.

Accessibility

The team have tried their best to cater for any accessibility issues that have been raised but will not have been able to find solutions for everything. For those with hearing loss or impairment, we have asked presenters to speak clearly, and not too quickly and face the camera as much as possible when speaking. We will have all microphones muted, apart from the speaker's, to reduce background noise.

Handouts will be accessible online before the session where appropriate.

Anyone having technical issues should contact the Limmud office on 020 3115 1620 and we'll do our best to help, but there's little we can do to resolve hardware or internet issues – sorry!

First timer?

We're doing our best to include some social (ly distanced) opportunities for people – most of which will take place in 'The Bar'. This is our less formal space, which will appear as a session in each timeslot. In that session room, you'll have the chance to meet people and join 'breakouts' for smaller, group conversations.

Joining the programme (detailed guide)

This event is happening on Zoom. You'll need to install Zoom on the computer or device /you'd like to attend sessions with. To download and install Zoom visit: https://zoom.us/download.

Limmud volunteers will be available on Friday to help you set up Zoom - please contact **together@limmud.org** to arrange this.

The full Limmud Together programme is now live and available online: https://events.limmud.org/limmud-together-uk-summer/programme/

overview/ - you can go back to this page from anywhere in the programme by clicking on the **Programme overview** in the top right-hand corner.

Under the Programme heading, please select the current timeslot (all sessions are live, so you won't be able to see them outside their timeslot, although we hope to make some recordings available videos later)

Once you're in an hourly time slot, just click on the room number to take you to the session. It will automatically open up Zoom on your computer (assuming you've already installed it) and you'll be prompted for your password.

Example:

Once you've entered your password, you'll be placed in a waiting room and let into the main room, just before the hour.

As requested, **please ensure your camera is on** (this should be automatic) and **your name is correct and please add your city location to your name**. To do this go to the bottom corner of the screen, which you can do on the 'Participants' button at the bottom of the Zoom window.
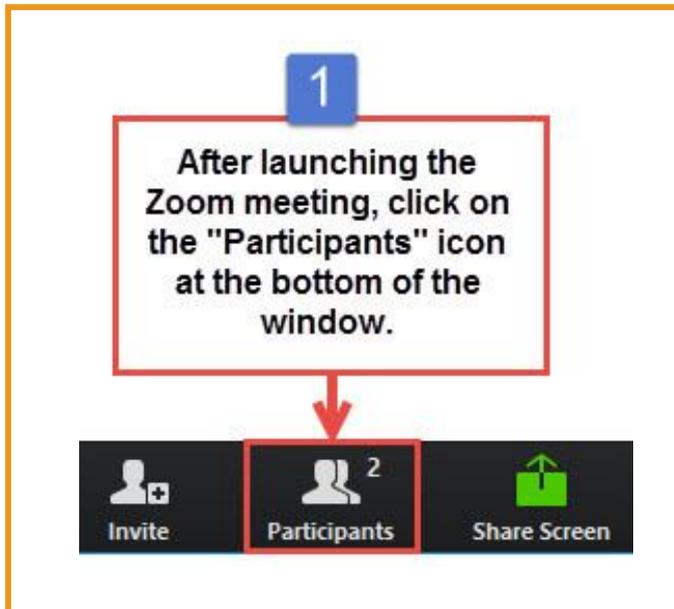
Hover your mouse over your name in the **'Participants'** list on the right side of the zoom window and click on **'rename'**:
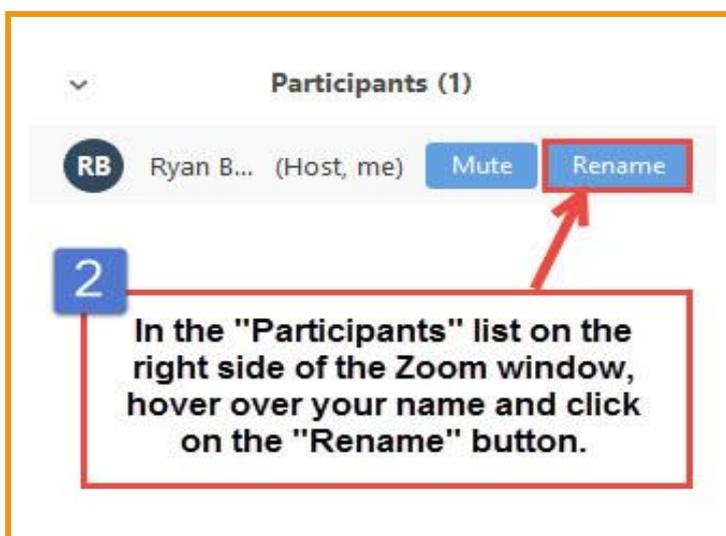
Then just **enter your full name and – location** and click on **'ok'**:

Asking a Question

All participants will be muted during the session to ensure the presenter can be heard, however if you'd like to ask a question you can send it directly to the moderator using the **'Chat'** function which can be found at the bottom of the screen. Please **do not use the hand-up** function.

The moderator will then select a number of participants to ask a question: when called upon, the moderator will 'unmute' you to ask the question and then 'mute' you again at the end. This will all be explained at the start of the session.

At the end of the session you'll want to return to the programme link to select the next session you'd like to attend. https://events.limmud.org/limmud-together-uk-summer/programme/overview/

The Bar

The Bar is our social (ly distanced) space and will be open from 09:30. You can hang out here before and after sessions or if you want a break from the formalities. Whilst we won't be serving drinks, we hope to recreate some of the Festival spirit and will be publicising

some of the upcoming sessions, providing tips for navigating the day and creating 'breakouts' for people looking to have smaller group chats within the Limmud Together framework.

Social Media

Spread the word about sessions you are involved in, or interested in going to by sharing the programme on social media, using the hashtag **#LTUK**.

Also take a look at our padlet wall, where you can share how you're finding the day with the Limmud community.

Limmud Together UK is run entirely by volunteers who have been working hard for the last few weeks to prepare the event, without having had even one physical meeting! We have done our best to let you know what will be happening on Sunday but this is our first go at this online-style event so please bear with us as we navigate this new normal... If you have any questions during the event please check in with our moderators, email together@limmud.org or call 020 3115 1620.

Security

Limmud Together has been working with the Community Security Trust (CST) who have been advising us on how to keep the event secure from unwanted participants, including people who have recently caused hostile Zoom and Facebook disruptions.

CST are very keen to stress that events like ours should continue to happen so as to help bolster communal spirit and quality of life. These disruptions have been relatively rare, but it's important to let you know that we have put precautionary security measures in place and are asking for your help to minimise the risk of interference:

- We will be disabling some of the features that Zoom has – such as screen sharing for non-hosts, annotations, file sharing.

- All participants will be asked to have their video on, real name at the bottom of the screen and will be automatically muted. If you do not use your real name you may be removed from the session by the moderator.

- Sessions will also be 'locked' after 30 minutes to enable the host to focus on the presentation and Q&A, rather than security. You'll still be able to leave a session, but you may not be able to re-enter, or join a different session at that point.

- There will be at least one moderator/host in each session, in addition to the presenter(s). Their job will be to oversee security, but also to facilitate Q&A in the session.

- You will only be able to use the chat facility to send questions to the moderator, who will share these with the presenter.

The above measures will hopefully allow for the smooth running of the day. In the event that there is a disruption or 'zoombombing' (as it has been affectionately termed) the moderator will remove problematic users and disable their ability to re-join.

We hope to avoid any of these issues, but if anything does happen in a session you're in, please do not worry as it will be swiftly dealt with.

All rooms will be password protected, with your password sent by 8am Sunday morning. Please do not share this with anybody.

We can't wait to see you there!