

# Tips for Success: Getting Ready for Online Program Delivery

The Provincial PoET Program is delivered using a virtual model, which means that all activities (such as education, meetings, and observation) will take place using a laptop or tablet for video and sound. This mode of participation might be new for some homes; this tips sheet is designed to help you prepare.

## Equipment

- Most activities will take place using Zoom, so homes will need a computer (desktop or laptop), tablet, or smartphone with microphone and camera (built in or external), and a reliable internet connection. Some conversations might also take place by phone.
- It is possible to successfully take part in the program with a single access point for the entire home; if this will be the case for your home, please let the PoET Team know as soon as possible.
- Homes should also have easy access to a printer and photocopier in order to print and duplicate electronic resources the PoET Team shares with your home. A scanner or camera can be helpful, but are not necessary.
- It will be ideal if each person attending the “PoET Preliminaries” education sessions have access to their own device (i.e. smartphone) in order to participate in interactive elements. If your home has a policy that prevents this and an exception cannot be made, please let the PoET Team know as soon as possible.

## Software

- All meetings and education sessions will take place by Zoom, and will be scheduled by the PoET Team. You can participate in Zoom meetings through an internet browser (such as Chrome, Firefox, or Microsoft Edge) installed on your computer, or you can choose to download and install Zoom. Please see this article on [Zoom's website](#) to find out more about your options.
- During education activities with multiple people it is beneficial to use a projector or Smart TV.
- Most resources and tools will be provided to you in PDF format, which can be opened and viewed in most internet browsers.
- Slido (a questionnaire and polling platform) will be used for interactive activities, but does not require purchase or download. Find out more about Slido [here](#).
- Most communication will take place over email, so email access will be required for your home's primary contacts at a minimum.

## Physical Space

- Even though this program has online delivery, you will still require a physical space to participate from! This might require space to be booked and equipment to be located there in advance.

## Cameras

- Online meetings and education sessions are most effective when everyone keeps their cameras on.
- For meetings that involve multiple people it is best for either (1) the camera to capture everyone attending the meeting, or (2) to use multiple devices and cameras to capture each person attending. Please keep this in mind when determining what physical space you will use for program activities.

## Recording and Link Sharing outside the home

- For the comfort and protection of participants, neither recording of meetings and education sessions nor sharing Zoom links outside the home is permitted.
- If a member of the PoET Team will be presenting at one of your home's meeting that is usually recorded, please notify us in advance.