

Dear Exploration Session Participant,

Thank you for registering for the Exploration Session(s) on World Conference Resolution. **This document contains essential information to help you be prepared for your session. Please read it all.** 

The Exploration sessions use the Zoom Events platform. Each session is 1 hour 45 minutes in length. To honor your time, sessions will begin and end as indicated. Each session has a facilitator and a Zoom host to guide the session.

## REGISTERING

When you register for an Exploration session, you have two options:

- Register with your Zoom account (free)
  - o This option requires you to sign into your Zoom account and
- Register as a Guest with your email
  - If you choose to register with your email as a Guest, you will be asked to retrieve a code from your email that is sent from Zoom before completing the process.

## ATTENDING YOUR EXPLORATION SESSION

Essential information to successfully enter your session:

- Once registered, you will receive an email with the subject line "Order Confirmation for Exploration Sessions."
  - Open the "Order Confirmation" email; click on "Join" to begin the process of entering the session.
  - o Note: You may need to update Zoom. This process is usually no longer than five minutes.
- <u>Please log on at least 15 minutes before your session</u> to assure adequate time to follow the steps to join the session.
- Your next page will be a Zoom sign in. Use the username and email that you use for Zoom.
- Click on the "Join Lobby" button. It will take you to a text box that provides instructions.
  - You may see a prompt to create a profile. You can click "Dismiss" if you don't want to do this.
  - You will see the date and title of your event.
  - Click on Explore Sessions (if you signed up for more than one session).
  - Select the session you want to join.
  - You will see a button "Join" if the session is active. (The button will be active approximately 15 minutes prior to the session start time.)
  - o Clicking "Join" will take you to the Zoom room for the session.

## **PARTICIPATION GUIDELINES**

• <u>Be prepared.</u> Read the proposed statement or resolution before your session as they will not be read during the session.

Read the <u>Draft Statement on Non-Violence</u> (*CofChrist.org/draft-statement/*). Read <u>proposed legislation</u> (*CofChrist.org/2025-world-conference/*).

Have a writing utensil and paper available.

- If you have a question for the facilitator, use the "Raise Hand" option. You find that in the icon named "Reactions." Click on "Reactions" to see a variety of choices including "Raise Hand." You can use the "Chat" feature to send a message to the facilitator or Zoom host.
- <u>Stay Muted</u> until it's your turn to speak.
- <u>Be visible</u>. For authentic sharing and comfort people need to see each other. In breakout groups cameras will need to be on for each participant.
- <u>Share</u>. These are listening *and* sharing sessions. To create a mutual experience, each participant needs to share their thoughts on the questions posed by the facilitator.
- <u>Share the time</u>. Since each participant will share their thoughts, everyone needs to share the time
- <u>Consider</u> how other participants may view you while on camera. It's helpful to avoid distractions for you and other participants.

## **DURING THE SESSION**

Guidelines help create a safe and productive environment for authentic sharing and listening. We ask for agreement to the following guidelines.

- Start on time.
- Speak respectfully.
- Practice confidentiality. We ask you to leave here with a sense of goodwill for each other. Let the Spirit be your guide in discerning what is appropriate to share with others. An agreement to confidentiality is an agreement to not attach names to any comments you share about the session.
- Offer your perspective concisely.
- Listen to understand others' perspectives.
- Be open to new learnings.
- Speak for yourself.
- Be visible. For authentic sharing and comfort, people need to see each other. In breakout groups cameras will need to be on for each participant.
- Mute your microphone when not speaking.