

THE LANDMARK FORUM

Technical Requirements for Your Participation in The Forum

- Make sure your camera and audio work.
- Ensure your camera is on during each course session.
- Please ensure that the location you'll be participating in has adequate and stable internet bandwidth—at least 3 Mbps upload speed (<http://speedtest.net>).
- Please make sure that you have downloaded or upgraded to the latest version of the Zoom application for your device (<https://zoom.us/download>).
- Set yourself up in a quiet area with the least amount of distractions possible, including the least amount of background noise.
- Inform people in your environment ahead of time that you are going to be in a course and not available during x and y hours.
- If you can't be in a room alone, to maintain the confidentiality of what the other participants in the course may say or share, please use a headset.
- We request that you sit in a chair at a table or a desk consistent with participating in an educational setting.
- Please do not eat or do other chores while you are in session as it will be distracting for you and for others.
- We request that you join the Zoom meeting, your Forum, 30 minutes prior to the start of the morning session, and certainly no later than 10 minutes in advance, to make sure you're ready to participate in The Forum and have dealt with any technical issues that may come up.