How to setup for an online event

Whenever you participate in an online event, it is crusial to have made the right preparations and setup. This is our guide for a great and well functioning setup.

1: If possible always setup in an enviroment with good lighting conditions.

2: Make sure your visual work area (camera view) is trimmed for excess stuff (a shirt, dog toys, yesterdays filthy dinner plate etc.)

3: Check and double check that your client is draped accordingly (please do not reveal any more skin than neccessary)

4: See that the recording device is elevated to a minimum of 2 meters. (see picture)

5: With a downward angle, make sure distance to the work area/ therapist is no less than 2 meters aswell.

6: Please Make sure that the camera is flipped in landscape mode!

7: Turn off microphone unless told othervise.

8: You will require a user at the app **Zoom**, since the event is held via **Zoom Meetings.** At login, remember to change your visible, Meeting name to your First and surname. This will help identify every participant clearly.