VIRTUAL TEAM & COMMUNITY-BUILDING PROGRAMS

What participants should expect
We’ll be doing activities! No webinars or lectures here. Facilitators will provide instructions and then the majority of the time will be spent playing games that involve varying breakout rooms, weblinks shared in the chat, creative selection of objects in your space, and basic home supplies.

Technical requirements
1. **Join Zoom via the Zoom app on a computer**
   a. You will need a webcam, microphone, and speakers/headphones.
2. Have a **web browser ready**, preferably a recent version of Chrome or Firefox
3. Some programs may additionally require a smart phone with specified applications downloaded. Check your **program’s calendar invitation** for details pertaining to your specific program.

Additional supplies
1. Piece of scratch paper and a writing utensil at hand (the real old fashioned physical thing, i.e. not digital)

Understand
1. **Participation is voluntary**. You choose if and how you want to participate. Staff will encourage and invite you to have webcams/microphones on, and to share your thoughts and answers to activity prompts. In general, you’ll “get out what you put in.”
2. **Respect others** and please follow our Online Code of Conduct found at recreation.ucla.edu/events.
3. In the event of a **personal emergency** during the program, staff will be very limited in how they can assist you, as we are all connected only via video conference.

FAQ
**Can I join the Zoom on my phone?**
It is vastly preferred that you join the Zoom via computer, and specifically via the Zoom application (as opposed to via a web browser). This method enables you to participate the most in your program, taking full advantage of the experiential activities. If a smart phone is the only way for you to join, then you may do so, but understand that your participation in the activities will be more challenging and significantly limited.

**Do I have to have my webcam on?**
You choose the degree to which you want to participate in your program, including if and when you want to have your webcam on. We invite and encourage all participants to have their webcams on for the entirety of the program, as this helps both you and your group fully participate in the activities and interact with one another.
As the group leader how can I ensure that my team/staff/students fully participate and get the most out of our program?

Make sure your participants all see and understand this “What to Expect” information at least a week in advance of your program. Send them reminders and let them know what your expectations are. UCLA Recreation staff will not “make” anyone participate (ex. we will not require webcams to be on, nor force anyone to engage in conversations), but we will gently invite and encourage such participation. Supervisors, team leaders, teachers, etc., are invited to actively encourage and facilitate positive participation throughout their group’s program as well. And please let the UCLA staff know of any special needs, expectations, or preferences prior to the program.

Questions?
Please direct and questions or concerns to virtualteams@recreation.ucla.edu.