

Kaur Life 2020 Virtual Retreat
Guest Speaker Guidelines

Zoom Logistics

To ensure that things run smoothly please read through and understand the following guidelines.

Setting Up

- Be in a quiet spot where you won't be disturbed.
- Have good lighting (Tip: try not to have a window behind you, rather sit facing a window).
- Be as close to the router as possible for optimal internet connection.

Logging-In

1. Download [Zoom](#), if you don't have it already.
If you've never used it before try it out with a friend and watch [this quick tutorial](#).
Our friend Maneetpaul Singh gives some good Zoom etiquette tips [in this video](#).
2. We will email you with a retreat conference Zoom link on the morning of Friday August 7.
3. Click on the Zoom link in the email.
4. Log into Zoom using the email that we have been corresponding with you. If you need to change the email address with which you registered for the retreat, please email us ASAP hello@KaurLife.org
5. When you log-into Zoom, you will be automatically muted.
6. Please make sure your display name is your real, first name. Make sure your Zoom screen name has your name and city/state (e.g. Gurpreet Kaur - TX)
7. Have a second device ready (additional computer, tablet or phone) for interactive elements.

Be On Time

- [Please log into Zoom 10 minutes prior to your workshop](#)
- This will also ensure we work out any technical issues that may pop-up at the beginning of the meeting.

Help:

- If you need help, use the Zoom chat to contact a co-host or email Hello@KaurLife.org
- You can also text or call us.

Other Notes

Be Respectful and Presentable

- Since we will be joining in Simran + Nitnem together and are trying to foster a Guru-centered environment for the weekend, please dress appropriately
- Please keep your head covered during the retreat as we will be referencing baani.

Small Group Discussions

We will have sevders facilitate small group discussions