

HOW TO PREPARE FOR YOUR DIGITAL FINAL WORKSHOP

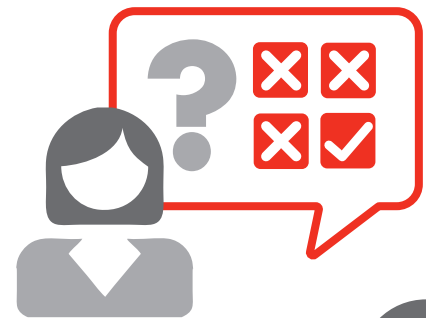
Congratulations on being chosen as your school's "Speak Out" Challenge! representative. This is a huge achievement and you should be very proud. The next step in your Speak Out Challenge journey is the Digital Final, where your filmed speech will be judged alongside other students in your region.

What is the Digital Final Workshop?

This is a live interactive workshop hosted on Zoom by one of our brilliant Trainers. The workshop is designed to boost your confidence ahead of the Digital Final and support you in filming your speech. We know that speaking to camera is different to speaking to a live audience and this workshop gives you the extra tips and techniques that you will need to make the most of your speech. It is also a chance for you to meet the other speakers from your Digital Final.

What do I need to do to prepare for it?

- 1 Know your speech** – You should have your whole speech prepared and practised before this workshop. We won't ask you to say the whole thing, but you will be delivering lines and it is best if you know them already.
- 2 Get your equipment ready** – The workshop will happen on Zoom. You don't need to download it to join but you might find it helpful to read our top tips, below. You will need a device with a camera to join the workshop – we recommend a laptop or tablet for the best learning experience. We strongly encourage you to turn on the camera for this workshop, so the Trainer can see and support you, so make sure your environment and clothing are appropriate.
- 3 Register for the workshop** – Your teacher will send you a link to register for the event. Before you fill in the registration form you need to make sure you have your parent/guardian's consent to attend and you have read our Code of Conduct (below). Remember that registration closes at 2pm on the day of your workshop, so make sure you register in good time.
- 4 Be on time** – We recommend arriving to your workshop a little early so we have plenty of time to check you off our list and admit you from the waiting room. The workshop will start promptly so that we can finish with plenty of time to answer all your questions.



What should I bring?

This is an active, interactive workshop so all you need to bring is your speech, the device that you will be filming your speech on (e.g. your smartphone) and yourself!

Your parent/guardian is welcome to be in the room while you take part in the workshop.

Please dress appropriately, this is an active workshop and we will be able to see what you are wearing, including on the lower half of your body.



Set up your environment – Try to find a quiet place with few distractions

Set up your equipment – You can download Zoom here, or join using your web browser (just click the joining link you receive after registering). We recommend using a laptop or tablet if possible. If you can, sit near your internet router for better coverage.

Zoom Features – Lots of noise can be distracting so it is good practise to mute your microphone when you are not speaking, unless the Trainer tells you otherwise. There are lots of other ways to communicate when you are muted:



If you want to praise your fellow participants you can use the 'Reactions' feature on your toolbar.



If you want to get the Trainer's attention while you are muted you can use the 'Raise Hand' feature.



You can also use the chat function to ask questions.



You can join a test meeting here, to make sure everything is working before your workshop.

Speak Out Challenge Online Code of Conduct

Our Digital Workshops are designed to support and inspire all participants and you have an important role to play in creating a safe, supportive atmosphere. These workshops are hosted by professional public speaking trainers, and we expect your behaviour to be professional and appropriate too. If our Trainer believes that you are not abiding by this code of conduct they can remove you from the workshop. By participating in this workshop you agree to:

- ✓ Show the Trainer and your fellow participants respect – when they are speaking keep your microphone muted
- ✓ Be present – we ask that you pay attention, and don't do anything else e.g. play games, during the workshop
- ✓ Be conscious of online safety – ensure that you are appropriately dressed for an online workshop, only display your first name on the screen and keep your surroundings as neutral as possible
- ✓ Be supportive – everyone in your workshop has worked hard to get there and deserves support and encouragement
- ✗ Never engage in offensive or inappropriate speech or body language
- ✗ Never bully or undermine your fellow participants

