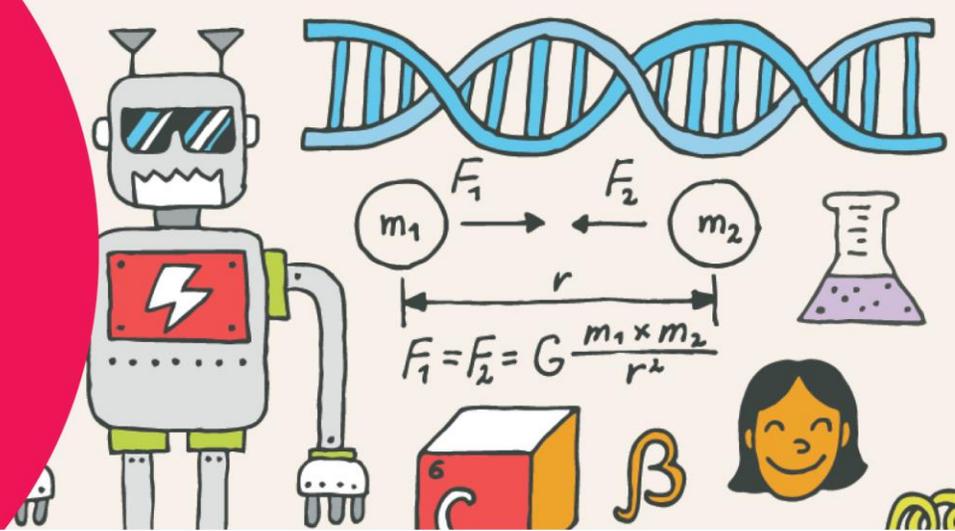


# Planning Your Virtual Field Trip



## Connecting to the Platform

We will use Zoom to connect with you for your Virtual Field Trip. You will receive a separate email after your booking confirmation which will include program-specific information and the meeting link. If students will be joining from home, please make sure the meeting information is shared with them.

We recommend that you connect to Zoom in advance, to test that your microphone, speakers, and video work. We have implemented the following measures to ensure that our virtual programming is safe and secure:

- Waiting room to prevent uninvited guests from joining the meeting
- Controls in place to control if and when students can chat and share content
- End-to-end encryption to ensure proper security
- Recording of program is not permitted by any party

As we all know, technology doesn't always cooperate. Our educators will make every effort to ensure the program runs as smoothly as possible. In case of connection issues on the day of your program, you can reach us at: 613-240-2742.

## Material

Some of our Virtual Field Trips require certain materials that the participants will use during the activities. Please ensure that these materials are accessible during the program. A materials list is included in the confirmation email (sent upon reservation).

## Preparation Checklist

- Share the meeting link with students if they will be joining separately.
- Gather any materials needed for the program and ensure that it is accessible.
- Test your equipment in advance, to ensure your camera and microphone speakers work.
- If applicable, project the video conferencing screen so that students can easily see the presentation.
- If applicable, arrange the camera (webcam or built-in computer camera) to face the class.
- Connect with your students ahead of your program to allow time to troubleshoot.

## Accessibility

The museum is committed to providing accessible programming. Please let us know if your group has any special needs upon booking, and we'll be happy to discuss specific accommodations!

## Land Acknowledgement

Our Virtual Field Trips include a brief acknowledgement that the Canada Science and Technology Museum is situated on the traditional and unceded territory of the Algonquin-Anishinaabeg people. There is much to discuss regarding the purpose and meaning of a land acknowledgement, but little time to address it in detail during the program. If you wish to continue this conversation with your class, we recommend referring to [The Land You Live On](#). This education guide was created by Native Land Digital, an Indigenous-led Canadian not-for-profit organization dedicated to encouraging education and engagement on topics of Indigenous land.

## Facilitating the program

- Although we are not in the same room, the educator will make every effort to interact with your class as much as possible. We appreciate your help in facilitating these interactions.
- If you are using your computer's microphone, the museum educator may have some difficulty hearing the students' voices. If that is the case, you can help by repeating the words of the student closer to the microphone, or typing them into the chat feature.
- The museum guide may not be able to see the individual students clearly. If they ask the students for questions or comments, you can help by calling on specific students to respond. You can also notify the museum educator if a student is trying to get their attention.

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## Questions?

Have any further questions? Feel free to contact us and we'll be happy to help.

**Email:** [contact@IngeniumCanada.org](mailto:contact@IngeniumCanada.org)

**Telephone:** 613-991-3053

**Toll-free:** 1-866-442-4416

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