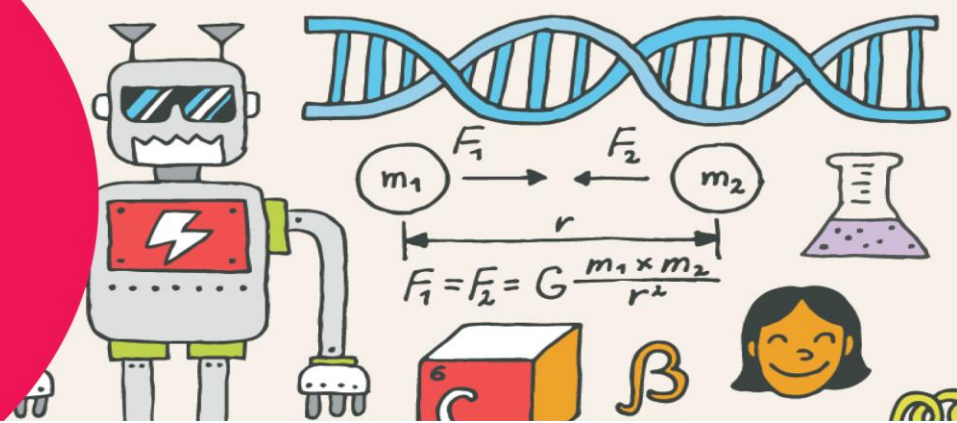


# Planning Your Virtual Program



## Connecting to the Web Platform

You will receive an email from [programscstm@ingeniumcanada.org](mailto:programscstm@ingeniumcanada.org) containing a Zoom meeting link and tips for using the platform more effectively. If you have chosen another web platform, please promptly send the meeting link to [programscstm@ingeniumcanada.org](mailto:programscstm@ingeniumcanada.org).

We recommend that you test your programs' web platform in advance to ensure that your microphone, speakers, and video are working.

Our facilitators 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 program activities require materials. A list of the required materials will be provided to you in a separate email. Please ensure these materials are accessible during the program.

## Accessibility

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

## Land Acknowledgement

Our virtual programs include a brief acknowledgement that the Canada Science and Technology Museum is situated on the traditional and unceded territory of the Algonquin-Anishinaabeg people.

## Facilitating the program

Although we are not in the same room, the facilitator will make every effort to interact with your group as much as possible. We appreciate your help in facilitating these interactions.

If you are using your computer's microphone, the facilitator may have some difficulty hearing the participants' voices. If that is the case, you can help by repeating the words of the participant closer to the microphone, or typing them into the chat feature.

The facilitator may not be able to see the individual participants clearly. If they ask your group for questions or comments, you can help by calling on specific group members to respond. You can also notify the facilitator if a group member 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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