

# PREPARING FOR YOUR VIRTUAL FIELD TRIP



## Connecting to the Platform

We use the Zoom Workplace platform for our Virtual Field Trips. You will receive a separate email one week prior to your program which will include your program link.

To ensure a safe experience for all, we have the following protocols:

- ✓ Wait room enabled
- ✓ Meeting is locked
- ✓ Student chat and sharing functions are controlled by our operators
- ✓ End to end encryption
- ✓ No recording of program by any party

If students will be joining from home, please make sure the meeting information is shared with them.

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: 613-218-6777.

## Material Required

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

## 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!

## Preparation Checklist

- ☐ 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 for troubleshooting.

## Land Acknowledgement

Our Virtual Field Trips include a brief acknowledgement that the Canada Agriculture and Food Museum is situated on the traditional and unceded territory of the Anishinàbe Algonquin people. There is much to discuss regarding the purpose and meaning of a land acknowledgement and 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

- Even though 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. A facilitator (yourself or another teacher or organizer) is required to be present during the program to help with group management.
- If you are using your computer's microphone, the museum educator may have some difficulty hearing the students' voices. You can help by repeating the words of the student closer to the microphone or typing them into the chat feature.
- The museum educator 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?

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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