



WINE GUILD VICTORIA INCORPORATED

'Virtual' Taste n Talk

Thursday 14th May 2020

A social-distancing-friendly gathering of Wine Guild Victoria members and friends over a glass of wine (or two)

- Venue:** In the comfort of your own home with your Zoom-friendly device
- Time:** **7.15pm log on for a 7.30pm start.** When you RSVP you will be sent a link that will allow you to join the event.
- Wines:** Please choose a wine of your favourite variety or blend from Victoria or Tasmania.
- Menu:** Nibbles of your own choice
- Cost:** Nil
- RSVP:** Before Wednesday 13th May, 2020 at 3.00pm
secretary@wineguildvictoria.com.au
Please Include the names of those who will be onscreen.
You will be sent a link to allow you to join the event.

Zoom Etiquette

1. When the event commences please hover your cursor over the bottom left hand corner of the screen and mute yourself so that the host can begin the meeting without background noise and other distractions. You can unmute yourself when the host asks you to speak. If you wish to make a contribution to the conversation, please put your hand up until the hosts invites you to speak. These 'rules' might sound harsh but a Zoom event is not like a conversation in a room and it is important that only one or two people at a time can be heard. Otherwise the event will descend into chaos.
2. Please don't allow yourself to be distracted by having side conversations or sharing videos or images with other participants during the event. It has the same effect as private conversations at tables while the host or speaker is talking at a physical event.
3. If you receive a phone call that you must take during a Zoom event, please ensure that you are muted until the call is completed.
4. Please read 'Useful tips for using Zoom' on the next page.

Useful tips for using Zoom

1. Set your device up in a private space to minimise noise and distractions from passers-by.
2. Zoom meetings work better on a desktop or laptop computer than a tablet or iPad. On a tablet or iPad you can only see a limited number of participants at a time. You can scroll to left and right (or up and down) to see others but this is distracting.
3. If you hover your cursor over the top right (or left) of your screen you will see that you can change between speaker view and grid view. In speaker view you will only see the person speaking on your screen. Some people find this easier to manage.
4. If you haven't used Zoom before, try Zooming with a friend, family member or colleague who can invite you to an individual meeting for a practice session. Otherwise email Graeme Lofts at graeme@graemelofts.com.au and request a practice session with him. You do not need to download the Zoom application to organise a practice session.