

What to expect from the Playwrights' Gathering

Please use the following guide to help you get the most out of the event.

1. Schedule

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| 11.00am | Welcome Linda McLaughlin & John McCann, Co-Chairs of the Scottish Society of Playwrights |
| 11.10am | Session Outline Fiona Sturgeon Shea, Creative Director, Playwrights' Studio, Scotland |
| 11.15am | Presentations Peter Arnott, Annie George, and Jules Horne & Bill Armstrong, Scotland chair (Writers' Guild of Great Britain) |
| 11.30am | Comfort break |
| 11.35am | Presentations Scottish Society of Playwrights, and Playwrights' Studio, Scotland |
| 11.45am | Initial discussion, questions and feedback facilitated by Fiona Sturgeon Shea |
| 12.05pm | Comfort break |
| 12.10pm | Further discussion and questions |
| 12.25pm | Round up, next stages, Zoom poll |
| 12.30pm | Gathering ends |

If you have any difficulties during the Gathering or want to contact a member of staff, please either use the chat function to send a private message to participant Hayley Sinclair, or email info@playwrightsstudio.co.uk.

2. Making the most of the Gathering on Zoom

2.1 Before the Gathering

You will have received an email with a link to the Gathering ahead of the start date. Click on this link to join the online event on the date. You will be able to join the Gathering **10 minutes ahead of the scheduled time**, so we would appreciate it if you could be there a few minutes early. This will also allow any technical issues to be ironed out before the event officially starts.

When you click to join the event, you will be placed into a waiting room until Playwrights' Studio (the host) adds you to the main meeting room.

We encourage you to take advantage of the live captioning available. Feedback from other events is that your experience will be greatly enhanced if you use it. [Click on this link](#) ahead of the Gathering to access the captioning. Live captioning will begin when the event starts. As it is provided through a separate web page, you can either display

your Zoom and live captioning windows side-by-side, or set up the live captioning webpage on a separate device, depending on your preference.

When you enter the room, your video and microphone will be off. Feel free to turn them on if you wish to say, "hi," before the Gathering begins.

2.2 During the Gathering

The Gathering is 90 minutes in length. BSL Interpretation will be provided by Katy Smillie, and will be live captioned by Louisa McDaid. A transcription will be produced so you don't need to be concerned that you miss any smaller details.

When the event begins officially, you will be asked to switch off your camera and your microphone will be switched off by the host. This is to avoid cognitive overload for participants, and anyone relying on the BSL interpreter. It will also ensure that the person providing live captioning can clearly hear the speaker at all times.

You can switch view by clicking the icon in the top right hand corner. There are two options:

- **Speaker** view where you only see the person who is speaking
- **Gallery** view which allows you to see everyone who has their camera on

In Gallery view, you can choose to hide participants whose videos are turned off. Do this by clicking the three dots next to any participant whose video is off and select **hide non-video participants**. This will avoid you seeing any black boxes with names on them and only see those whose cameras are on (speakers and BSL interpreters).

The Presentations

Because the presentations are so short, they will run immediately after one another, without a break.

If any comments or questions arise during the presentations, please feel free to use the chat function by clicking the button at the bottom of the screen. However, these will only be addressed during the discussion, not during or between the presentations.

The discussion

The presentations will be followed by a short general discussion which will be moderated by the chair. The discussion is held under the [Chatham House Rule](#), so your name will not be included in the final transcription. If you are live tweeting or using other social media, please make sure you don't use anyone's names.

If you would like to ask a question, either:

- Type it into the chat box. Start any questions with "Q:" so that it can be clearly seen by the chair.
- or
- Click on **Participants** in the menu bar at the bottom of your screen, you will see an icon to **Raise Your Hand**. This alerts the chair that you wish to speak. The

host will then enable your camera and microphone. The BSL interpreter will relay your question or comment, if required.

When using the microphone and camera option to ask a question or comment, please state your name at the start so that everyone is aware of who is speaking.

Due to the large number of attendees, and the presence of both BSL and live captioning services, it is necessary for the chair to coordinate the questions and comments. It is important that the discussion is conducted this way to allow the BSL interpreter and live captioning to relay the discussion accurately to those requiring the services.

It is unlikely that we will be able to address every question or comment raised at the Gathering. However, we will find a way of doing so afterwards, depending on the nature of the question or comment.

Breaks

Ninety minutes is quite a long time to be in front of your screen, so there will be a couple of short breaks at around 30 minutes and 60 minutes to allow you to stretch your legs and get away from your screen.

Zoom poll

If we have time, we would like to invite everyone to vote on the six asks (requests already made to the Scottish Parliament by the advocacy body [Culture Counts](#)). This will help us write the submission to the Scottish Parliament and other decision-makers.

2.3 At the end of the Gathering

- You will be free to enable your camera and microphone should you wish to say goodbye 'in person.'
- The host will end the event for everyone. But you can also click the **Leave** button at the bottom right hand corner of your screen to leave the meeting room before this.

2.4 After the Gathering

Playwrights' Studio, Scotland will send you information on the Scottish Parliament's COVID-19 Inquiry and a short survey, which will help Playwrights' Studio and the SSP formulate a joint response to the Inquiry. We will also provide information about how you can respond as an individual if you wish to.

The transcription of the event will be made available shortly afterwards for everyone who attended and, by request, for those who were unable to attend.

By July at the latest, a link to the response will be forwarded to all who registered to attend the Gathering. We will publish it on our websites and use it to advocate for playwrights with other organisations or decision-makers. Feel free to share with your own networks.

3. Troubleshooting

The biggest problem we've run into with using Zoom is weak and intermittent internet connections. Here are some tips if you encounter this issue:

- Quit any other programs, like browsers or mail programs, that might be using bandwidth in the background.
- Zoom works well on wireless all the way down to 3G, but the quality is best on a solid wired internet connection, so wire in when you can. If you are using WiFi, ensure you are getting a strong signal by moving closer to the WiFi base station.
- If you are sharing your internet connection with others, ask them to minimise their usage while you are on the call.
- Try turning off your video.
- Try your smartphone or tablet for the connection instead of a computer.

4. Tips

Zoom works well with built-in microphones and speakers. However, if you have access to headphones or a headset with a microphone, this will improve your experience as you'll hear things more clearly and your voice will be picked up more effectively. This is not essential, but useful to know.

You may be able to 'mirror' your phone or tablet screen to your smart TV, using iPhone Screen Mirror/ Screencast/ Miracast/ Google Home app etc. Set this up and then click the link to the Zoom meeting to join the event. If necessary, re-adjust the phone for landscape/portrait orientation. Sit back and benefit from (usually superior quality) TV vision and sound. Bear in mind that, if you have your video on to ask a question, you will need to ensure that you can be seen by the other participants, so you may need to prop the device somewhere that allows this to happen. A suitably positioned laptop can also cast video chat to a smart TV, again by mirroring or physically connected with an HDMI lead.

On some devices, Zoom is only available in **Speaker** view, so it would be useful for you to test this in advance, if you haven't already done so.

Useful Keyboard shortcuts in Zoom

- Alt: Turn on/off the option Always show meeting control toolbar in Accessibility Settings
- Alt+F1: Switch to active speaker view in video meeting
- Alt+F2: Switch to gallery video view in video meeting
- Alt+F4: Close the current window
- Alt+V: Start/Stop Video
- Alt+A: Mute/unmute audio
- Spacebar: Temporarily unmute audio
- Alt+F: Enter or exit full screen

- Esc: Exit full screen
- Alt+H: Display/hide In-Meeting Chat panel
- Alt+U: Display/hide Participants panel
- Alt+Y: Raise/lower hand
- Alt+L: Switch to Portrait/Landscape View

If you have any questions about this event, please do not hesitate to contact info@playwrightsstudio.co.uk