

VIRTUAL FIELD TRIPS AND EDUCATION PROGRAMS:

Know Before You Connect



VIRTUAL PROGRAM INFORMATION

ABOUT: Programs are live, led by a Museum Educator on a Zoom video conferencing platform.

TIME: Program length (in U.S. CENTRAL TIME):

- Virtual Field Trips: 60 to 90 minutes
- Education Programs: 45 to 60 minutes

PROGRAM CAPACITY:

Up to 90 participants can join using individual devices or as group(s)



PREPARE FOR YOUR VIRTUAL PROGRAM

RESOURCES: Review the [Virtual Field Trip Resource and Activity Guide](#) provided resources and activities to prepare students.

SAFETY: Review the [Zoom Meeting Protocols](#) for the virtual meeting.



48 HOURS BEFORE YOUR VIRTUAL PROGRAM

CONNECT: You will receive connection information to share with your students.

ROSTER: Send a list of all participant names (include students *and* teachers) to our Museum Educator at least 24 hours before your program.



DAY OF YOUR VIRTUAL PROGRAM

JOIN: Enter the Zoom waiting room 10 minutes prior to your scheduled start time.

BEGIN: Due to high demand, all programs start and end promptly at the scheduled time. We cannot adjust start or end times once the program starts.

SET UP: Participants can join as a group on one device or on individual devices. If joining as a group, pre-assign a participant to communicate with the Tour Educator in Zoom.

STUDENTS EXPECTATIONS:

- Participants must turn their cameras off to improve connection.
- Participants can ask questions by unmuting (preferred way) or using chat.
- Chat will be disabled if irrelevant or inappropriate comments are made.

For more information or questions,
please contact Claire Robinson, Sr. Museum Educator: crobinson@dhhrm.org.