

**Joint Regional Spotlight Initiative with the  
Caribbean Employers Confederation (CEC)  
and the  
Caribbean Congress of Labour (CCL)**

**General Requirements to  
Access Workshops**

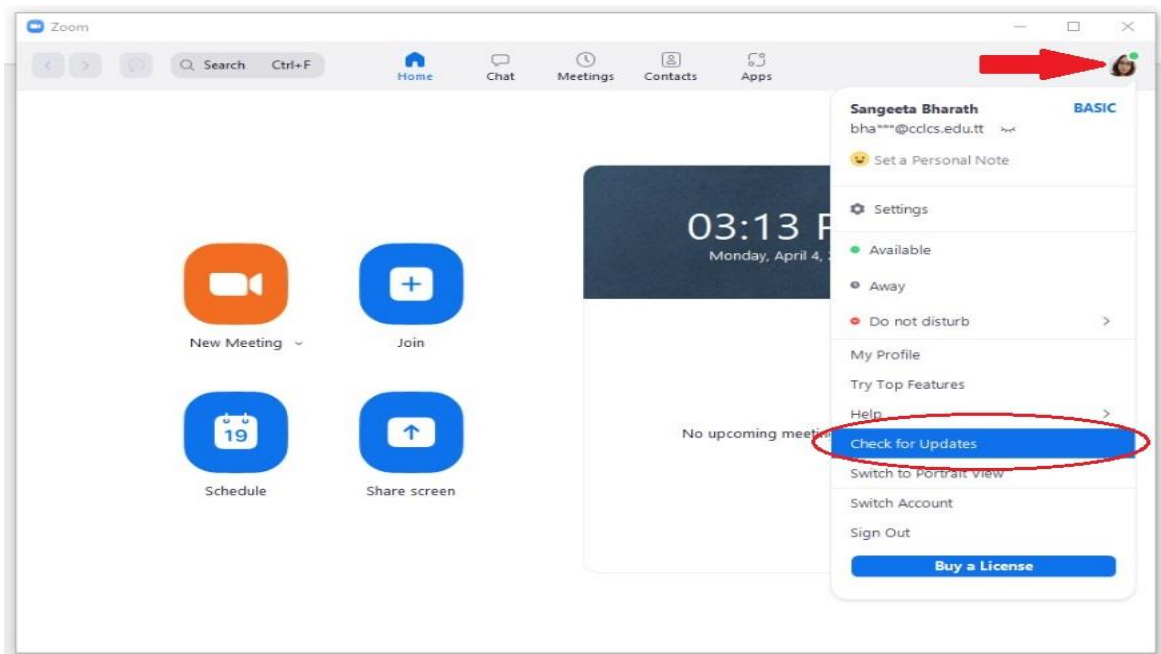
## Requirements

Before you join the workshop on the days, make sure you have the following set up for your device at least one day in advance:

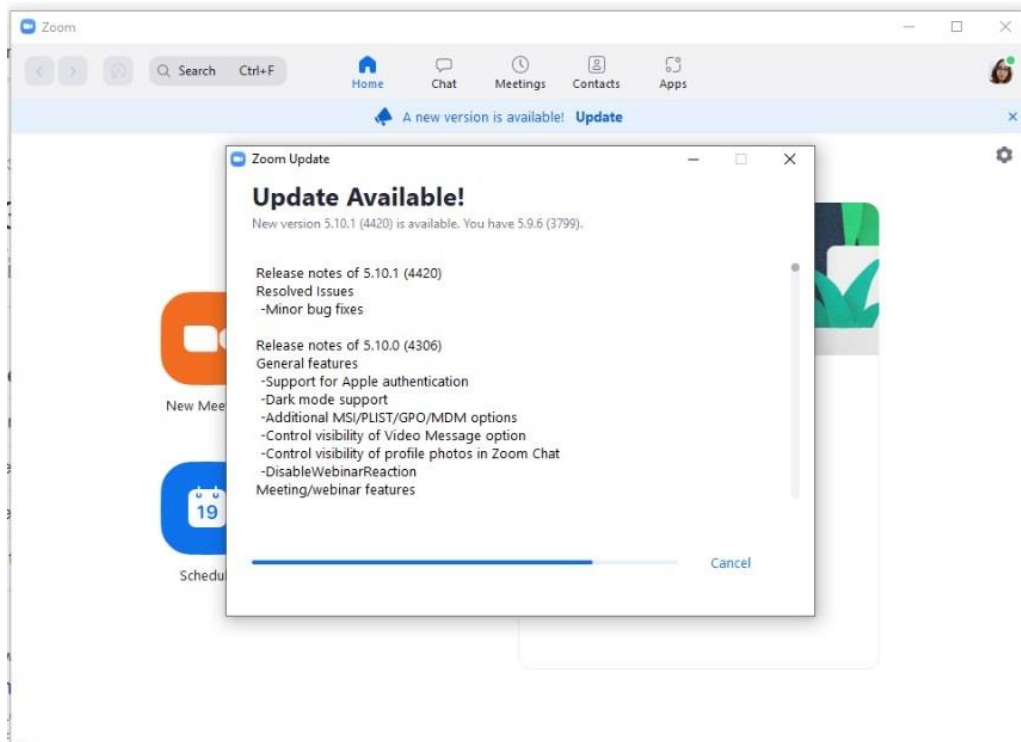
- A laptop or desktop or laptop with a webcam and mic. *Using a desktop or laptop is the preferred device to ensure the best experience.*
- Ensure your webcam and microphone are working. This is an interactive working session and requires active engagement. Comments in the Breakout Rooms chat will not be acknowledged during this time.
- We recommend wearing earbuds or headphones with mics to prevent audio echo.
- A strong internet connection.
- If you are not tech savvy, reach out to your organisation on completing the workshops at the organisation where an IT technician or specialist can assist you.
- A Zoom Account is required to join the workshops.
- Ensure you have the latest version of the Zoom software on the desktop or laptop. See instructions below.

To update Zoom, follow these steps:

1. Log into Zoom App
2. Click profile picture
3. Click "check for updates" (see photo below)



4. Zoom will then do a scan to see if the version is up to date (see photo below)



5. Click "Update" if the scan reveals that the version is outdated.

## Suggestions for the Days of the Workshops

To be better prepared on the days of the Workshops, please pay close attention to the information and suggestions below:

1. Open Zoom Events at least 30 minutes before the Workshop begins.
2. Once you are in a session, ensure the name you have on Zoom is your full name. [Click here to view a tutorial on how to change your name.](#)
3. Ensure your camera and microphone are working.
  - a. Ensure your camera is working and turned on during the Working sessions (Breakout Rooms). This is an interactive working session and requires active engagement.
  - b. Position the camera well. Make sure your webcam is positioned at eye-level.
  - c. Ensure your microphone is working. Comments in the chat box in Breakout Rooms will not be acknowledged during this time.
4. Mute your microphone. It's always best to mute your microphone when you're not actively speaking. Unexpected noises from a neighbour, child or pet can cause those speaking to lose their train of thoughts.
5. Dress appropriately! Even if you are participating from home, please ensure you are appropriately dressed as these sessions will be recorded.

## Contact Information

Should you have any questions or concerns on the Workshops feel free to reach any of our Event Staff below.

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