

INRICH – Information for WiZiQ Web-conferencing

Lucie, on behalf of the INRICH co-chairs, Louise Séguin and or Nick Spencer, will organize regular virtual meetings to follow-up on collaborative projects, to start new ones, to keep INRICH members up-to-date, to welcome new suggestions, to discuss the evolution of the network, to exchange on specific themes, and to develop networking opportunities between Researchers.

I. GENERAL SUGGESTIONS

PREFERABLY BEFORE THE MEETING please take a few minutes to visit your WiZiQ account and familiarize yourself with this Web-conferencing tool (please do not change the password).

When you are ready you can invite colleagues who you are working with on collaborative projects to be part of your contact list.

II. INSTRUCTIONS - How to login to WiZiQ:

1. Prepare your **headset**;
2. **Verify your time zone** here: <http://www.timeanddate.com/worldclock/converter.html>
3. Navigate to <http://www.wiziq.com/home/>;
4. Sign-in with your e-mail address and the password: **inrich**;
5. Click on the "class" title you were invited to attend;
6. You might have, at one point, to allow (and or download a new version of) FLASH PLAYER, just click ALLOW;
7. Click on Join this Class, then click on Launch Class and you will be in.

III. IMPORTANT - Rules of meeting discussion:

We are still learning how best to proceed. Because several members participate in these virtual meetings, we need some clear discussion rules to optimize our use of time and ensure a smooth flow in the conversation:

1. **Talk only through the chair and say you name each time you speak;**
2. **Keep your comments brief & stick to the point;**
3. **Speak clearly – remember that English is not the first language for all participants;**
4. **Be patient & try not to interrupt;**
5. **The chair will ensure everyone has an opportunity to speak;**
6. **The chair will need to be quite strict to ensure that we get the maximum out of the conference so please don't be offended if the chair tries to move the discussion on or stops one or two participants dominating the discussion.**

IV. WHY WIZIQ

We suggest the use of the virtual conferencing tool WiZiQ:

- To facilitate the communication between the INRICH members that are located around the world;
- Because it is free of charge;
- Less traveling around the world;
- Members will be able to schedule their own private meetings (class) to discuss and exchange on collaborative projects.