



Bolton's Genies



The Monthly Newsletter of the Bolton Family History Society: <https://www.mlfhs.uk/bolton>

- Newsletter Comments, and Speaker Bookings: boltongenies@mlfhs.org.uk
- Newsletter Archives since July 2014: <https://www.mlfhs.uk/bolton/newsletter/archives>
- General Society enquiries to the BFHS Secretary, Christine M Ellis bolton@mlfhs.org.uk
- Bolton Research help, email boltonhelpdesk@mlfhs.org.uk
- Bolton Facebook page <https://goo.gl/n99qtW>
- Bolton Research Collection on MLFHS website: <https://www.mlfhs.uk/bolton/research>
- Join the MLFHS/BFHS at: <https://www.mlfhs.uk/join>

Bolton Family History Society is a branch of The Manchester & Lancashire Family History Society



Hello and here is the latest information regarding the Bolton FHS Virtual Meeting to be held at 7.30pm on Wednesday 4th November.

The speaker will be Dr.Penny Walters of Bristol University whose talk is entitled "Searching for ancestors when you're adopted". Penny is the author of 'Ethical Dilemmas in Genealogy' (2019) and 'The Psychology of Searching' (2020), both available on Amazon in kindle or paperback.

Virtual meetings being new to us I have arranged to have a practise event at 7.30pm--8.00pm on Wednesday 28th October when you can practice joining a meeting and I can get used to managing a meeting. There will not be anything happening other than we can all practice joining and managing a meeting.

You will get the joining information on Monday 26th October for the practice and on Monday 2nd November for the actual meeting.

IF you have not already added your name to the meeting mailing list you should email boltongenies@mlfhs.org.uk by simply copying and pasting:

" Please add me to the mailing list for the Bolton FHS Virtual Meeting joining information."

If you have a MLFHS membership number please include that however the meeting is open to both members and non-members of MLFHS.

Please read the information below..

My fingers are crossed that the meeting goes well and I hope you will enjoy it.

Graham

BOLTON FAMILY HISTORY SOCIETY

VIRTUAL MEETING PARTICIPATION



Summary.

This summary lists the essential aspects of the participation in Zoom meetings operated by Bolton FHS.

You should install the Zoom software in advance of your first meeting.

When joining the meeting, from the "Invitation" sent to you, you will enter the "Waiting Room" & the Host will then admit you. You may have to wait a few moments, but you will be told that you are waiting.

You will join the meeting with your audio & video switched off. We recommend that you switch your video on but leave your audio off unless you are asked to speak by the Host. If the meeting is to be recorded, you may wish to leave your audio & video switched off.

You may operate the "Full Screen" & "Gallery Screen" options as you wish.

The Host will end the meeting after all business has been concluded, or you may leave yourself, at any time. However, if you leave mid-meeting, you may not be able to re-join.

There are a number of differences in the operation of the systems, depending on which computer type & software version you have. This is particularly so if the speaker chooses to use a Powerpoint presentation as part of the talk. The various options are MSWindows, MAC, I-Pad, Tablet, and all may work slightly differently one from another. These guidelines are unable to cover all aspects for all computer types, so we recommend that you take advice for areas of use that you think you may need.

Acknowledgement.

In writing this document we acknowledge the help given to us by the Calderdale Family History Society who provided a copy of their guidelines which were based on The Federation of Family History Societies guidelines & with the assistance of Jackie Depelle, Chairman of the Yorkshire Group of FHSs.

Detailed Protocol.

These guidelines are based on MSWindows.

We ask that you read this in full at least once, so that you are aware of all aspects of the Protocol and the reasons for them.

Entry to the Meeting.

You will receive an emailed invitation from the Host to participate in the meeting. This will tell you if it is likely that the meeting will be recorded. Further details re your privacy can be obtained from Zoom's Privacy Policy at www.Zoom.us/privacy

You will need to join using your computer so that you can view presentations. The society meetings could take different formats such as a discussion, but most will be speaker presentations. Meetings should open around 10 minutes before the meeting start time to allow participants to join. If you use an iPad or tablet that has no physical keyboard, you will have fewer participant controls.

For security purposes & for your own safety, the Host will use the "Waiting Room" facility. This allows the host to check that only expected participants are joining the meeting. This means that you may have to wait a few moments, once you try to join the meeting, until you can participate. The system will advise you if this is the case.

Before the meeting starts, the Host will advise if the meeting is to be recorded. If it is, it may be made available to members via the Bolton Documents Area of the MLFHS website. If you do not wish to be identified on this recording, you should mute your audio & stop your video however this will limit your full participation in the meeting. It is likely that any recording will only be for the duration of the speaker's talk, so pre-talk & post-talk activity may not be recorded.

Once the meeting has started, the Host may "Lock" the meeting, so that no-one else can join.

During the Meeting.

When you enter the meeting, the audio & video will be off, by default. It is within your power to switch them on & off at will. This is done for privacy reasons, as participants may not wish for their image or background to be seen by others. Equally, they may not wish for any speech at their end to be heard.

Please be aware, though, that muting & stopping the video may limit your enjoyment of the meeting, as you will be unable to indicate that you wish to speak, and, if muted, you won't be heard by either the Host or other participants. In such cases, there are "Mute/Unmute" & "Stop Video" buttons at the foot of your pc screen to change these settings. However, it will enhance the experience for the other participants if you have your video on, although that is a matter of personal choice.

Concerning audio, however, as a courtesy to others, you will be reminded only to have your audio on if you are invited to speak by the host. This is likely to be at question time after any talk & during final Society notices.

Using a headset will increase the quality of the audio for everyone and reduces audio feedback. They can cost less than £20. If joining by smartphone, please do not use the speaker setting. The quality of your broadband connection can also influence audio quality.

When participating, use a quiet environment so that, if you speak, you can be heard clearly over the system. A room with carpet and curtains is more conducive to a quiet environment than a workroom or kitchen. Try also to be in a room away from road noise. Clarity is affected by the quality of internet connection, which many will not be able to influence, and use of a headset.

Background noise from any of the participants on unmuted microphones should be avoided.

Please do not talk over each other. Multiple conversations are not acceptable in a webinar setting.

The Host will advise you on the protocol for requesting to speak. This, initially, will be to clearly raise a hand.

Using the Chat facility enables you to chat either publicly to everyone or designate a private chat to another participant. Do not click on or post any links in the chat window unless asked to do so by either the Host or Presenter.

The speaker may use the Screen Sharing facility as part of his presentation. Participants are requested not to use this facility on their own computers at any time during the meeting, unless requested to do so by the Host. If Screen Sharing involves a Powerpoint presentation, the way it appears on your screen may not always be able to be controlled by either the host or the speaker because many aspects are determined by the way your own computer & software has been set up.

Leaving the Meeting.

You may leave the meeting at any time. However, if you do so, you may not be able to re-join if the Host has "Locked" the meeting.

When the business of the Meeting has concluded, the Host will indicate that and you may then safely leave the meeting.