

Music Alive – Education Edition, (Virtual), 2021

Virtual Session Technical Setup Information

The following guide will be useful in arranging the virtual preparation and delivery of a session:

- ✓ *Music Alive* will not arrange to provide any hosting of a session. Further, *Music Alive* will not participate in any virtual live stream session. *Music Alive* will ensure ahead of time that the guest artist is capable of connecting virtually, and has all the necessary equipment and / resources to deliver a module session.
- ✓ In a timely manner, soon after a payment is received, *Music Alive* will provide the Guest Artist's contact details to the applicant (music teacher). The applicant and guest artist will determine a mutually agreeable date and time of the session(s) to occur during regular school hours.
- ✓ The host applicant (music teacher) will arrange the navigation invite and send to the guest artist, for a test run (without students) and for the actual date and time of the session (including teacher and students)
- ✓ It is expected, and for security / protection of all participants, that the teacher is supervising and present with any and all module presentation sessions when students are present
- ✓ While not required, a "test" connection (without students) is highly recommended to be arranged a few days prior to the session date and time, to ensure that sound & video quality is effective and smooth; any technical issues can be hopefully addressed and resolved at this time.
- ✓ The teacher who registered and paid for a module session will **host** any and all sessions using the google classroom platform (the guest artist will not be permitted to host or arrange to host)
- ✓ *Music Alive* will continue to be available for support throughout the process:
 - a) Registration
 - b) Communication with applicant (school teacher) and guest artist
 - c) Follow-up of a session
 - d) Closing of a session
- ✓ In accordance with Provincial Laws, the Ministry of Education, and the School Board policies, the use of any photographs, video and / or audio recording of any portion of any module session is strictly prohibited, so that all participants' rights are protected and all parties involved feel secure.
- ✓ *Music Alive* will issue a guide to all guest artists, to provide a clear understanding that appropriate professional behaviour and language use, (including the contents of any printed shared resources), is expected throughout the process and that in particular, during any and all sessions, with respect to presentations of a module.
- ✓ Once the session has been successfully delivered, the applicant (music teacher) is encouraged to notify *Music Alive* in order that *Music Alive* can continue to complete and close the application, in addition to communicating with the guest artist.

