From The Chairman,
c/o The Workhouse Museum
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20 August 2020

Dear Member

RIPON UNDERGROUND - WHAT LIES BENEATH - FACT AND FICTION

I wrote to you on 20 March to confirm that our plans for this year's programme of RCS meetings and events would have to be overhauled in light of the coronavirus epidemic. In place of our usual get together at the Workhouse, and in common with so many other organisations, we are having to move our events on-line. So picking up our programme again, I should like to invite you to an on-line member's meeting on **Thursday, 3 September** between 7.30 pm and 9.00 pm. We will be using the Zoom video conference app.

The meeting will be a presentation by representatives of the British Geological Survey on Ripon's geology, what is being learned from individual unstable ground events and the approach being taken with new building projects. There will be the opportunity to ask questions. I'll intend to update you briefly on current Ripon matters of interest.

Don't worry if you've not yet taken part in a Zoom event and are wondering what to do: I've set out some guidance notes on the attached page.

If you wish to take part in the Zoom event on 3 September it is essential that you let me know in advance, in practice no later than 1 September, please. You should do this by email to info@riponcivicsociety.org.uk By doing this, I shall be able to email you a Zoom link on the day of the meeting. This will enable you to log into the meeting. I'm afraid that if you don't register, you will not be able to 'attend' the meeting. This is a security measure to make sure we know who is on the call.

One thing to bear in mind – when logging into the meeting, please ensure that your real name is showing in your Zoom profile. Some people use nicknames, or even names such as 'My Computer' or 'My iPad', this means that I won't be able to recognise you. I can only let people into the meeting if I recognise them.

On the day, use the Zoom video link which will have been emailed to you. You will be able to log-on from 7.20pm onwards, please don't wait until the last minute to do so.

Please note that the meeting is likely to be recorded so it can be added to our website later.

I look forward to seeing you soon.

Yours sincerely

Christopher Hughes

Chairman

New to Zoom?

Don't worry if you've never used Zoom before, it should be straightforward to set up and the software does the work for you. Here's a step-by-step guide to what to do. You will need to download the Zoom software (also known as an application or app) – you can do this to your pc/laptop or tablet. Go to zoom.us for a basic account; it's free to do this but you do need to sign up to use it.

Once you have the software installed, open the application to check that it works. You should be able to see yourself on screen (video), assuming you have a camera (either built in or freestanding and connected to your computer). Also, your microphone should start (audio). At this point, no one can see or hear you! If all is well, you can close the application. If the camera or microphone don't appear to be working, make sure you have enabled applications to use them. You can do this by checking the 'settings' on your device.

In the Zoom settings, you can edit your profile – the name that will appear on screen once you join the meeting. Please use your real name – not nicknames. I need to be able to recognise you and, if you want to speak, to be able to find you, so using a nickname will make it difficult and might even mean I can't admit you to the meeting.

If everything seems to be working, you can close Zoom and wait for my email giving you the Zoom link on the day of the meeting. When you receive the email, click on the link and it should take you to an internet page and a message will pop up on screen asking you for permission to open the app. Click on this. Zoom should then start. Click on 'use video' if prompted.

You will now be held in a virtual waiting room. Assuming you're not there before me, I'll admit you to the meeting. At this point, we can see you and you can see everyone else. You should also be able to talk to others – but don't all try to talk at once! As organiser, I have the power to turn off your micro-phone! I will do so when the presenters are speaking.

You'll find that hovering your cursor on the screen will bring up a bar with actions for you. You will be able to mute your audio and switch off your video. These are useful if you want to leave the meeting temporarily. You would be able to end attending the meeting too. There is also the Chat facility which is a written conversation for those attending. If you have a question for the presenters, this is where to record it, please. I'll aim to introduce it in the questions segment.

Once everyone who is expected has signed on, I'll start the meeting and give you some advice on how to watch and/or join in the meeting.

Please note that we are going to record the meeting. The recording will only pick up people who speak. So, if you don't want to be captured in the recording, don't speak! Switch off your audio. I'll let you know when we start the recording (and a message will show on your screen that the meeting is being recorded) on the facilities bar.

If the recording works and is of acceptable quality, it will be posted on the RCS website so that it can watched later. By registering to take part in the meeting, you are giving your consent to be recorded should you wish to speak and to the video being available for an unspecified period.

This is all something of an experiment for RCS and I hope you will bear with us. Lessons will no doubt be learned but I hope that it works well and that you will enjoy the experience of participating in an RCS on-line event.

I look forward to hearing your feedback afterwards!

CH