Here are a few instructions and tips to help you run your virtual space.

1. **Invite your colleagues to your virtual space**
	1. Set up a meeting (or webinar) on Zoom or MS Teams, as appropriate
	2. Include the meeting link (and meeting ID and Passcode, etc) in your event promotions, either through an email invitation or as a news listing on your organisation’s Intranet.
	3. Here is some [text you could use](https://spiritualhealth.org.au/download/Space_Stillness_Email_or_Intranet_content.docx) for the invitation.
2. **Audio and Video**
	1. In one tab on your browser, choose music you’d like and play it in the background.
	2. In another tab, go here: <https://www.youtube.com/watch?v=W1YXe5su2P0> and play the 30-minute video. Replay the video if you’re holding the space for longer.
	3. Share your screen of the video playing on Zoom or MS Teams, with the music playing in the background. If you’re using Zoom, please check the box *“Share computer sound”*.



1. **Holding the space**
	1. The video has placeholders on each frame welcoming attendees to the event and asking them to mute or turn off their microphones.
	2. You would want to ensure all microphones are muted or turned off, to minimise any disruption to the space. As the host, you can mute all participants’ microphones.
2. **Wrapping up**
	1. You could let attendees know that the virtual space is closed by ending your screen share. You could end the meeting or wait for attendees to leave.
3. **A request from Spiritual Health Association**
	1. Please note how many attendees drop into your virtual space and let us know after the event. We would like to gauge the adoption of this event to plan for others in the future.
	2. Please send a follow up to your email invitation asking for feedback on the virtual space. Please do also share your findings with us. You could use the following text:

*If you attended our virtual event,* Space, stillness, silence: A time to pause*, we would be grateful for your feedback.*

*Please rate your experience of the virtual space on a scale of 1 to 5, (where 1 is ‘Not at all beneficial’ and 5 is ‘Extremely beneficial’).*

*Please share with us any other comments you may have. Thank you.*