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# THE ARICA<sup>®</sup> WORKSHOP GUIDELINES AND RESOURCES

## INTRODUCTION

These *The Arica Workshop*<sup>™</sup> Guidelines and Resources provide a framework for presenters to easily conduct *The Arica Workshop* (AW) online using the Zoom platform.

Major aspects of creating an online presentation of *The Arica Workshop* included are:

- Eligibility criteria for participation in an AW
- Technical needs of the presenters and participants
- Team functions – host, co-host, moderator and demonstrator
- Information on ethical guidelines, copyright and trademark requirements

We hope these guidelines will assist you and your team in conducting online introductory programs to *Arica*<sup>®</sup> standards for the benefit of all. For further information or to give feedback please contact the [Remote Learning Committee](#).

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## I. ELIGIBILITY CRITERIA

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### A. Host, co-host, or moderator

1. Certification from Trainings And Sponsors Coordinating Committee ([tascc@arica.org](mailto:tascc@arica.org)) for *The Arica Workshop*
2. Current dues paid member of Arica Institute
3. Active in the Work of the School – participating in monthly group practices, maintaining a daily routine, completing individual trainings

### B. No eligibility requirements for participants

## II. INSTALL THE RECOMMENDED ZOOM PLATFORM

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### A. Click here: [Download Center](#)

1. Click the download button under ‘Zoom Client for Meetings’
2. Find and open the downloaded file to install the Zoom app
3. Go to ‘Settings’, allow ‘Audio’ and ‘Video’
4. For assistance, contact the Remote Learning Committee at [remote.learning@arica.org](mailto:remote.learning@arica.org)

### B. Learn to use Zoom. [Case Western](#) and [Zoom.us](#)

## III. TECHNICAL NEEDS

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### A. Use well-functioning/reliable internet devices

### B. Use a noise blocking headset, earbuds or external webcam. Here are suggestions:

1. Sennheiser PC 8 USB – Stereo USB Headset for PC and Mac with in-line volume and mute control setting (Amazon)

2. Noise cancelling headsets from Anker Soundcore Life Q20 or AKG N60NC (Amazon)
3. A good quality external webcam that has a noise-cancelling microphone (Logitech C910, C920, C922) can provide sound quality close or equal to that from a headset and a better image quality than stock laptop webcams
4. Using an external microphone directly cabled to the computer gives more reliable and consistent sound than stock laptop or bluetooth microphones

C. Ensure adequate internet speed: Bandwidth

Bandwidth is the maximum amount of data transmitted over an internet connection in a given amount of time

1. Determine your bandwidth:
  - a. Calculate the speed of your internet with [speedtest.com](https://www.speedtest.com)
  - b. An internet speed of 25 mbps (1mbps=1000 kbps) or above supports most online activity, such as HD streaming, online gaming, web browsing and downloading music
    - i. Light usage – Number of devices x 500 kbps
    - ii. Medium usage – Number of devices x 900 kbps
    - iii. Heavy usage – Number of devices x 2000 kbps
2. Be aware of options for boosting bandwidth: [Wi-Fi signal booster and boosters, repeaters and extenders](#)
3. Connecting your modem or router with your computer will give you three or more times the bandwidth than a wireless connection

4. If your internet becomes unstable here is how to dial in using your phone:
  - a. Click the caret to the right of the 'Mute' icon
  - b. Choose 'Switch to Phone Audio'
  - c. A window will open on your screen
  - d. Use your phone to dial any of the numbers displayed on the screen
  - e. After you have dialed the number, follow the prompts to enter the Zoom Meeting ID and passcode under the phone numbers on your screen
  - f. Although your screen may be frozen, you will be able to participate using your audio

D. Know the Zoom toolbar on the bottom of your screen:

1. 'Mute' / 'Unmute' sound
2. 'Stop' / 'Start' video
3. 'Security'
4. 'Participants'
5. 'Chat'
6. 'Share Screen'
7. 'Record'
8. 'Breakout Rooms'
9. 'Reactions'
10. 'End': closes out the Zoom meeting

## E. Screen sharing *Arica* yantras and recordings

1. Delegate a tech person to handle the screen sharing
2. Cue up the images and audio recordings on your desktop
3. Click 'Screen Sharing' in the Zoom toolbar
  - a. Click 'Share Computer Sound' at the bottom left corner of the Screen Sharing choice screen
  - b. There will be a choice of screens from which to choose
  - c. We recommend that you share the particular application and not the whole desktop
4. Use 'Full Screen Mode' to show a clean presentation of an image with a black background and without a menu bar. To share images and audio simultaneously:
  - a. download images onto a photo app like Preview (Mac)
  - b. download audio files onto an audio app such as iTunes
  - c. Use PowerPoint file or Mac's QuickTime app to combine audio and images into a single application
5. For a brief video: [Zoom Sharing Your Screen](#)

## F. Know 'Speaker' view and 'Gallery' view at top right of the screen

## G. Know how to post your name and correct or add names for participants

1. Click the ellipsis (dot-dot-dot) at the top right corner of your picture or
2. Open the 'Participant' link, click 'More' and open 'Rename'

## H. Technical preparation prior to opening up the Zoom window:

1. Reboot router and computer
  2. Close out all unneeded internet connections
- I. Review the following 'Basic' and 'Advanced' meeting settings on Zoom according to your preference
1. In Zoom application/window, select 'zoom.us' on upper-left menu bar of computer and go to:
    - a. 'Preferences...'
    - b. 'General' on left-hand menu bar
    - c. 'View More Settings' on bottom left
    - d. Sign-in if needed
    - e. 'Settings' below 'Recording' option on left-hand menu bar
    - f. 'Meetings' option on top menu bar, OR
  2. Sign in directly <https://zoom.us/signin>, go to 'Settings' (left-hand menu bar), then 'Meetings' (top menu bar), and review the following options:
    - a. 'Waiting Room,' requiring the 'host' to admit attendees individually to the Zoom room
    - b. 'Meeting Passcode' to set a custom passcode for Zoom room access
    - c. 'Embed passcode in invite link for one-click join' (suggested: on)
    - d. 'Host Video' and 'Participant Video' default on/off when joining (suggested: off)
    - e. 'Audio Type' (suggested: Telephone & Computer Audio)

- f. 'Join Before Host' (suggested: off)
- g. 'Mute participants upon entry' (suggested: on)
- h. 'Chat' (suggested, on)
- i. 'Sound notifications when someone joins or leaves' (suggested: off)
- j. 'Co-host' (suggested: on)
- k. 'Always show meeting control bar' (suggested: on)
- l. 'Show Zoom windows during screen share' (suggested: on)
- m. 'Screen sharing' (on)
- n. 'Who can screen-share?' (suggested: Multiple Participants)
- o. 'Allow participants to rename themselves' (on)
- p. 'Breakout room' (suggested: on)
- q. 'Virtual background' (suggested: on)
- r. 'Show a "join from your browser" link' (suggested: on)

J. If the Closing includes dyad work, use breakout rooms

K. Do a test run before the program goes live

#### IV. PRESENTATION SPACE

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A. Present a clean, uncluttered background, or a digital background if your device has an internal green screen or purchase an external green screen. If you are using a virtual background, do not wear green

B. If there is a team, consider using the same or coordinated backgrounds

C. Ensure your location is quiet without distracting background noise. A noise-cancelling headset can be a good solution here

D. Adjust the camera position and mark the spot on the floor so that the demonstrator and demonstration is in the center of the frame

## V. PRESENTERS' AND TEAM MEMBERS' CHARISMA [Contents](#)

A. Lighting is important to prevent shadows on your face

1. Face a window, if possible
2. If this positioning doesn't provide enough light, add 1-2 lamps at the front of your table
3. Refrain from using overhead or background lighting, both of which produce shadows on your face
4. Use electric lighting e.g. ['computer light ring'](#) and ['lume cube'](#)

B. Dress appropriately for representing the School

1. Wear comfortable, well-fitting clothing
2. Wear solid colored clothing. If you are using a virtual background, do not wear green
3. Refrain from wearing clothing with stripes, small geometric prints, polka-dots or small details. They can appear blurry and moving online
4. Refrain from wearing clothing with ruffles, fringes, bows, loose and low necklines, all of which can be distracting
5. Wear hair simply styled and off your face so to have no need to adjust during presentation
6. Wear minimal, discreet jewelry, without moving parts
7. Wear make-up or apply body powder

### C. Adjust your device's camera

1. Set the camera at hairline level. Most cameras are at the top of the computer screen. You may need to raise or lower the device
2. Position your head at the top of the frame and your shoulders within the frame. This provides ideal visibility to participants

D. View yourself in 'Speaker' view. This is how participants will see you, and make any needed adjustments

E. Focus on the camera whenever possible when speaking to the participants. This gives the impression that you are looking directly at the participants. This takes practice

F. Practice online with team members or friends to familiarize yourself with Zoom

## VI. FUNCTIONS OF *THE ARICA WORKSHOP* PRESENTATION TEAM

A. Host functions may include:

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1. Familiarity and proficiency with the material being studied
2. Open and set up a Zoom account
3. Set up registration
4. Assign another person as host as needed and designate co-host(s)
5. Schedule the Zoom group practice
6. Email login details and other instructions to participants (See VIII below)
7. Welcome participants into the meeting

8. Display Copyright and Trademark Statement
9. Conduct the introductory program
10. Control the technical functions/features
11. Manage security issues
12. Thank everyone for their participation and close the introductory program

B. Co-host functions may include:

1. Support the host and/or moderator
2. Register participants
3. Handle technical aspects of a Zoom meeting including:
  - a. 'Mute' / 'Unmute' participants
  - b. Track 'Raise Hand' (indicating participant has a question)
  - c. Track 'Chat'
  - d. Set up 'Breakout Rooms'
  - e. Share screen for images, videos and audio recordings
  - f. Login with second device to see what participants see and hear when the primary computer displays a screen share or plays an audio recording

C. The Host can spotlight a person's video during a meeting. Open 'participants', tap participants name, tap spotlight video

1. Email pertinent meeting details to participants
2. Conduct the AW with technical support from host or co-host

D. Demonstrator

1. May be host, co-host, moderator (or another individual proficient in the exercises)
2. Demonstrates, e.g. *Act of Self-recollection*

## VII. SET UP PRACTICE MEETING FOR NEW ZOOM USERS [Contents](#)

- A. Ask participants to sign up for free basic Zoom
- B. Invite participants who are unfamiliar with Zoom to a practice session
- C. Use a bcc email and state date, time and time zone for the practice sessions
- D. Familiarize participants with Zoom features:
  1. 'Mute' / 'Unmute'
  2. 'Stop' / 'Start' video
  3. 'Participants' List
  4. 'Chat'
  5. Toggle between 'Speaker' view, 'Gallery' view and 'Fullscreen' (top right of participant's screen)
  6. Use 'Rename' to post first and last name

## VIII. SET UP *THE ARICA WORKSHOP* [Contents](#)

- A. Email participants using the AW announcement template.
  1. Contact TASCSC at [tascc@arica.org](mailto:tascc@arica.org) for access
  2. Use the bcc email function or set up a [Google Group](#)
  3. Include pertinent AW details:
    - a. Date, start time, end time, and time zone

- b. Zoom link and password – ask participants to keep this confidential
- c. List of materials needed
- d. Zoom Etiquette Guidelines (XV A) and *Arica Institute Code of Conduct* for participants – contact TASCC to obtain this information
- e. Organizer contact information for further assistance

C. Remind participants:

- 1. Registration is required to enter the AW
- 2. Set up a free Zoom account to enhance security: go to [zoom.us.com](https://zoom.us.com)
  - a. Ask participants to sign in 15 minutes before the start of the AW
  - b. Suggest participants set up a quiet private room
- 3. Before the AW:
  - a. Pay attention to the host's or moderator's instructions
  - b. Use Zoom basics
    - i. 'Mute' / 'Unmute' and 'Raise Hand'
    - ii. 'Stop' / 'Start' video
    - iii. Use 'Rename' to post first and last name

IX. OPEN *THE ARICA WORKSHOP*

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- A. Team member(s) refer to the AW manual to do the *Transmission from Oscar Meditation*<sup>™</sup> before starting the program
- B. Open 15 minutes prior to starting time

C. Remind participants of Zoom basics

1. Direct participants to post their full name
2. 'Mute'/'Unmute' and 'Raise Hand'
3. 'Stop' / 'Start' video

D. Options for late arrivals—the host can do the following:

1. 'Lock' the meeting, preventing late arrivals from participation
2. Direct late arrivals to the 'Waiting Room' and either admit or decline their entry
3. Use a second device to direct late arrivals
4. Assign a Co-host to administer the 'Waiting Room'

E. Announce the name of the AW and what materials are needed

F. Use the Copyright and Trademark Statement before displaying yantras or using *Arica* media files. Contact [ads@arica.org](mailto:ads@arica.org) for approval before using the statement

X. CONDUCT *THE ARICA WORKSHOP*

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A. 'Mute' participants or ask them to 'Mute' themselves

B. Ask participants to use 'Stop Video' to maximize bandwidth

C. Screen share preapproved recordings, videos and images

D. Tell participants what time to return from breaks

E. Consider playing *Arica* audio downloads for the group-at-large during breaks; participants who prefer to interact could meet up in one or more breakout rooms

F. Use breakout rooms for smaller discussion groups

## XI. CLOSE *THE ARICA WORKSHOP*

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- A. Inform participants how to submit their Interaction of Sharing
- B. Announce upcoming events
- C. Thank participants for participating
- D. Click 'End Meeting' to close Zoom

## XII. REPORT *THE ARICA WORKSHOP*

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- A. Email a report to TASCC containing the name, time and date of the AW and the names of the team members and participants
- B. Here's how to easily make a list at Zoom
  1. Login to the [Zoom web portal](#)
  2. Navigate to 'Account Management' > 'Reports'
  3. In the 'Usage Reports' tab, click 'Meeting'
  4. Next to 'Report Type' select 'Registration Report' or 'Poll Report'
  5. Click 'Generate'

## XIII. SECURITY

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- A. Remind participants not to share the password to the AW
- B. Remind participants that the online AW is personal education only
- C. Live recording of the online AW using any device is prohibited
- D. Update Zoom app regularly

## XIV. TECHNICAL SUPPORT

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- A. Zoom [support](#)
- B. Contact [Dana Corbin](#) or [Thomas Malone](#) for resolution of technical problems

## XV. RESOURCES

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### A. Etiquette guidelines

1. Learn the basic Zoom features:
    - a. 'Mute' unless speaking/ 'Unmute'
    - b. 'Stop' / 'Start' video
    - c. Use 'Reactions' link for raising hand
    - d. 'Chat'
    - e. Toggle between 'Speaker' view and 'Gallery' view (top of screen)
    - f. Use 'Rename' to post first and last name
  2. Commit to participate
    - a. Arrive prepared to focus on the material being covered
    - b. Focus on the group process as a whole
    - c. Be aware of sharing the floor with other participants
    - d. Be respectful of yourself and others
  3. Personal presentation
    - a. Lighting is important to prevent shadows on your face. Face a window or put lights in front of you
    - b. Set the camera approximately at eye level so your face is visible
- B. Ethical behavior in accord with the *Arica Ethos*<sup>™</sup>—Self-responsibility, Commitment, Integrity, Brotherhood, Dedication, Acceptance, Perseverance, Loyalty and Unity

- C. Use the Copyright and Trademark Statement before displaying yantras or using *Arica* media files. Contact [ads@arica.org](mailto:ads@arica.org) for approval before use.
- D. Code of conduct: Contact [TASCC](#) to obtain the *Arica Code of Conduct*, including non-discrimination, disability and sexual harassment guidelines
- E. [Assistive Technologies](#)
- F. Contact [TASCC](#) to subscribe to the organizers mailing list [Content](#)

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