

PREPARE FOR YOUR DAY VIRTUAL EXPERIENCES

ONE MONTH AHEAD

Upon booking your program, you should receive an automated confirmation email from guestservices@email.dmns.org. Review this email to ensure all details (including program date, time and number of sessions) are accurate. If you have any questions about your reservation, please contact us immediately at virtual@dmns.org. If you do not receive this email, please check your junk or spam folders. Still no luck? Contact us at virtual@dmns.org.

- Payment in full is due 30 days before your scheduled Virtual Science Academy program. The Museum accepts American Express, Discover, MasterCard, or Visa by calling 303.370.8346, or checks payable to the Denver Museum of Nature & Science.

Mail checks to:

Denver Museum of Nature & Science
Box 12
2001 Colorado Blvd
Denver, CO 80205

AT LEAST THREE WEEKS AHEAD

Supplies and Technology

- Gather your equipment. **Please choose one option.**
 - Software (Recommended): Any computer or smart device connected to the internet with a webcam, external speakers, and projector. We will connect use the free videoconferencing program called Zoom. You can download the meeting client at dmns.zoom.us/download. This download is free, typically takes only a few minutes, and you do not need to make a Zoom account to connect with us.
 - Hardware (Virtual Science Academy programs ONLY): H.323 video conference codec equipment. Please notify virtual@dmns.org for IP Connection info if you would like to connect this way.
- Review your supplies. Make sure you can supply all the necessary program materials. Materials by program can be found at dmns.org/VirtualMaterials.
- Need more help getting started? Have more tech questions? Check out www.dmns.org/VirtualFAQ

ONE TO TWO WEEKS AHEAD

Connection Info and Testing

- For all Virtual Science Academy programs: Fourteen days before your program takes place, you will receive an automated email from our Guest Services team at guestservices@email.dmns.org. If you do not receive this email, please check your junk or spam folders. Still no luck? Contact us at virtual@dmns.org. This email contains a unique Zoom link to connect for your program. Simply click to connect!

- For all Scientists in Action programs: Upon registration, you will receive an automated confirmation email from Zoom containing your unique link. If you do not receive this email, please check your junk or spam folders. Still no luck? Contact us at virtual@dmns.org. If you are selected as one of our on-camera panelists for a Scientists in Action program, you will receive a new connection link approximately one week before the program.
- A test is not required if you have used Zoom software previously. If you are a new user and/or would like to schedule a test connection, please fill out [this form](#). A member of the Virtual Experiences team will respond to you to confirm a date and time for a test connection.
- If you have immediate questions, please send an email to virtual@dmns.org.

ON THE DAY OF THE EVENT

Connection and Class Expectation

- Have your printed materials and/or art materials ready for each student. You can download these materials and see what you need [here](#).
- Please plan to connect 15 minutes before the scheduled start time of your first program for audio and video checks with your educator.
- Classes are 45 minutes long. Please alert us at virtual@dmns.org about any time limitations (Will your students need to arrive late and/or depart early? If so, when?).
- Please have a classroom teacher in the room at all times to call on raised hands and moderate student interactions with the educator.

AFTER YOUR PROGRAM

- We encourage you to provide feedback about the program on our evaluation form. For your convenience, you will receive an email with an electronic evaluation following the program.
- If you choose, please mail thank-you letters to the Museum at:
 - Denver Museum of Nature & Science
 - Virtual Experiences
 - 2001 Colorado Blvd
 - Box #2
 - Denver, CO 80205

We appreciate receiving thank-you letters, especially to share with the funders who provide such generous scholarships!

QUESTIONS? Email virtual@dmns.org or call 303.370.6453.