

## WORKSHOP ETIQUETTE

This Workshop Etiquette sheet was created in order to minimize any issues in any workshop. This is also with intentions of helping you with having the most optimal workshop and learning experience.

As we are in a group environment, please keep in mind the following:

- Be mindful of any rules and restrictions for each workshop.
- Please keep the chatting and neediness to a very minimum.
- Please do not consume the instructor's time as it takes away from the whole group.
- You will receive fair opportunities for attention from the instructor.
- Avoid being a distraction (You know...avoid being "That one in every class")
- Our focus and attention is with the instructor and the topic of learning.
- If seated at a shared table, be aware of your actions and how they affect the person beside you (i.e.: erasing and shaking the entire table, chatting, etc....)
- Cell phones, with respect to the instructor and your group, please keep cell phones SILENCED during workshops otherwise please **step outside** the classroom to do so.
- Avoid the use of perfumes and fragrances as many have allergies.
- FOOD: Each workshop location has their own set of rules re: food, snacks and drinks. See Workshop Chair for details.
- **DO NOT** post on social media OR take any pictures without the **EXPLICIT CONSENT** of the instructor. It may be very distracting to them as they teach.
  - Please consider taking pictures during break and lunch times only.
  - **DO NOT** take videos of Instructor/Faculty demos without **EXPLICIT CONSENT** of the Instructor.

We hope that this will help with creating the best workshop experience for you, and also with keeping our instructors happy. Enjoy your time and above all, have fun while learning!

Kindly,  
Mamie G. Velez  
FOTA Workshop Chair/Workshop Housekeeper!

(Revised Feb 2018)

## VERY IMPORTANT!

### INSTRUCTORS PERSPECTIVES, PICTURE TAKING, VIDEO & SOCIAL MEDIA

An anonymous survey was conducted from several instructors and workshop chairpersons in order to receive a variety of feedback, input and suggestions. Social Media has many positives, however it does have its “cons” too.

We are all very fortunate to learn from an amazing caliber of artists/instructors. These artists/instructors are generous with sharing their skills and talent, but keep in mind that much of their work they share are copy righted. They can show us their works of art, but be reminded of the fact that this is private property belonging to them or their clients.

Here are some **DO's and DO NOT's** based on a variety of feedback from actual instructors and fellow workshop chairs on this topic. Please keep this in mind, and also be as respectful of these rules:

- **DO NOT** use and copy Instructor's material or work for conducting your own classes/workshops without **EXPLICIT WRITTEN CONSENT** of the instructor.
- **DO NOT** go through any Instructors' portfolio or personal belongings without **EXPLICIT CONSENT** of the Instructor. Whether present or away on break.
- **DO NOT** post on social media OR take any pictures without the **EXPLICIT CONSENT** of the instructor. **ASK** before you snap, post or send.....
- **Picture taking and posting on Social Media**
  - Consider **limiting** picture taking during break and lunch times only. (With the consent of the Instructor, Copies of their demonstrations on regular size paper will be copied and shared with the group)
  - **DO NOT** take videos of Instructor/Faculty demos without **EXPLICIT CONSENT** of the Instructor.
  - **DO NOT** post on social media OR take any pictures without the **EXPLICIT consent** of the instructor.
  - Please **ALWAYS ASK** before you snap, post or send.....

We want to keep our Instructors happy and free of any distractions during a workshop. We also want everyone to benefit with having the most optimal workshop experience too.

Thank you for you consideration and understanding!

Your FOTA Workshop Chairperson

