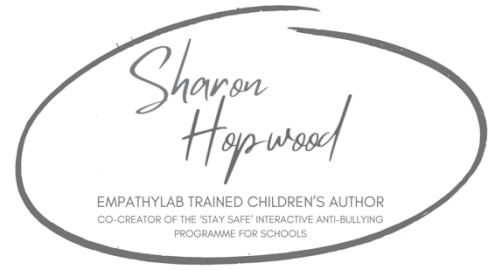


CONTACT:

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VIRTUAL AUTHOR VISIT FAQ FOR ORGANISERS

I offer a limited number of school, library and book club visits each year. Details and pricing can be found on the School Visits page of my website [School Visits - Children's Author \(sharonhopwood.com\)](http://School Visits - Children's Author (sharonhopwood.com))

When do we pay the fee? You will receive an invoice. Payment terms are prior to the event.

Which platform should we use? How are links handled? I prefer, if possible, to use your school/group link. This should be arranged and sent in advance. In the event of technical failure, we would rearrange another date within six months – same fee and terms.

How should we set up the schedule for the visit?

- Please test your equipment ahead of the visit.
- Plan on logging in a few minutes before the presentation for an A/V check.

Is there a limit to the number of individuals or who can attend? The beauty of virtual visits is that there are no space limits. As long as attendees are part of your organisation/school/group, the more the merrier! (That said, many virtual meeting platforms have a limit on the number of individual participants who can log on. If you have a very large group, you may need to consolidate classrooms to stay under the limit.)

How should students and educators prepare? Our time together is most valuable when children have had a chance to think about it ahead of time. The best way to prepare is to share information about my upcoming visit. Encourage children to think about questions they'd like to ask a professional author. What are they most curious about? The writing process? The publishing process? Some ideas for helping children make the most of our visit:

- Spread the word to families: put up posters, send home flyers, and post on social media. You can find printable and sharable materials at [School Visits - Children's Author \(sharonhopwood.com\)](http://School Visits - Children's Author (sharonhopwood.com))
- Make sure your school and/or local library has copies of my book for children to check out.
- Use my book as a classroom or small group read aloud.
- Download the resources/activities at [Free Stuff - Children's Author \(sharonhopwood.com\)](http://Free Stuff - Children's Author (sharonhopwood.com)) The Little Mouse Activity Trail is lots of fun to play as a class.

What about ordering and signing books? If you'd like a friendly helping hand and personalised, signed books, my local bookstore is happy to help! Email Lizzie Ryan Manager.Redditch@waterstones.com and she will arrange everything for your signed book order. Lizzie can even help with order forms for families. For personalised signing, please be sure to provide the correct spelling of each name. Ideally, please place your order at least 2 weeks prior to the event to ensure the books are ready and with you on time.

May we take screenshots/record the session? Screenshots are fine, and you can post them publicly. Video recordings are not allowed without prior permission.

[Virtual Author Visits: Avoid These 9 Mistakes - Library Learners](#)

Have more questions? Email me anytime (sj@sjhopwood.co.uk)! I'm looking forward to our visit!