

## **Guidelines for Workshop Participants**

1. Participants are encouraged to attend all sessions in order to gain maximum benefit from the **WRITIVITY** workshop.
2. Punctual attendance to each session is recommended so as to facilitate learning during delivery of workshop lessons.
3. Workshop participants should be aware that their personal property such as cash, cell phones and other electrical devices, for example, headphones, tablets etc. are to be secured on their person or in their bags when not in use.
4. While utilizing the spaces and resources of the National Gallery of Jamaica (NGJ), participants are not allowed to touch any of the art works within the NGJ building.
5. All meals that are to be consumed by workshop participants must be had only in areas of the NGJ designated for eating. Given that eating in non-designated areas is strictly prohibited.
6. If a work exhibited in the National Gallery of Jamaica (NGJ) is to be photographed by a workshop participant, the device to be used must have its flash featured disable before the photograph is taken. As the NGJ, limits flash photography of art that is on exhibition.
7. Workshop participants must note that the NGJ does not allow the filming of art work that it exhibits, without written permission.
8. During the duration of a workshop day, participants will not be allowed to leave the NGJ building until 1:30pm. Any adjustment to that regulation can only be allowed if the staff of the Education Department of the National Gallery of Jamaica is contacted by a parent who request such an allowance.