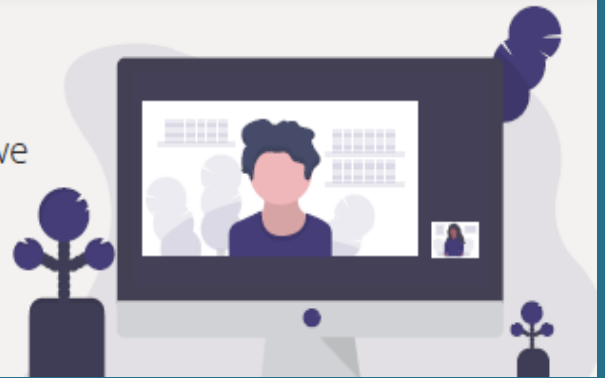


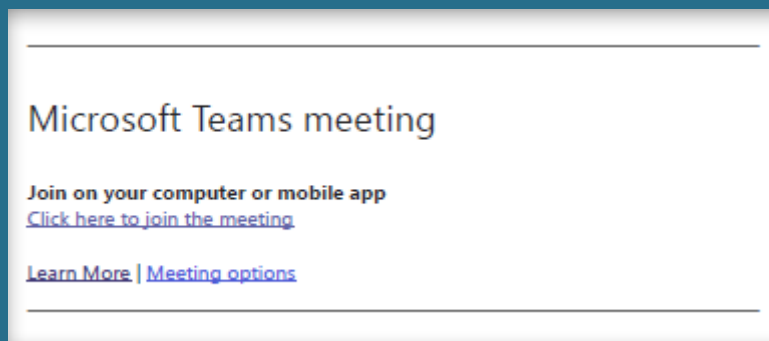
VIRTUAL MEETING ETIQUETTE (Teams)

To ensure that the meeting runs to time, we have some gentle guidelines and tips.



Connecting to the meeting

You will have received an email from the host which contains the following text at the bottom:



When it is time, you need to click on the '**Click here to join the meeting**' text. When you do this, you may be on hold for a few seconds until you're admitted to the meeting.

If you've joined the meeting early, you may not be admitted until the official meeting start time.

If you're unable to hear speakers/see the slides properly, please try leaving and re-joining the meeting.

Should you be disconnected at any point, you can still use this link to reconnect.

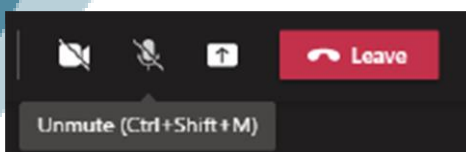
During the meeting

The **toolbar** is visible in the top-right of your screen on desktop and contains various options, including:

- Mute/unmute
- Camera on/off
- Show/hide chat box



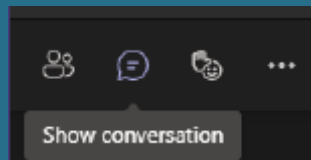
To avoid creating an echo for others, please **turn off your microphone** using the microphone icon on the toolbar.



The Q&A Session

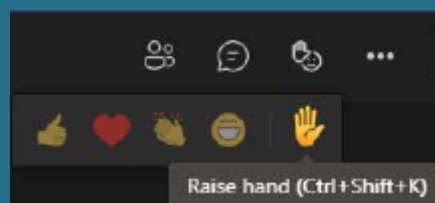
For everyone's enjoyment of our events we would respectfully ask comments and questions to go through the chair or event moderator. Unless directed otherwise.

Please ask any questions through the chat box. If you cannot see the chat box, please click the **speech bubble** icon in the toolbar.



If you wish to be invited to speak, please raise your hand.

Hover over the **emoji icon** in the toolbar to raise your hand.

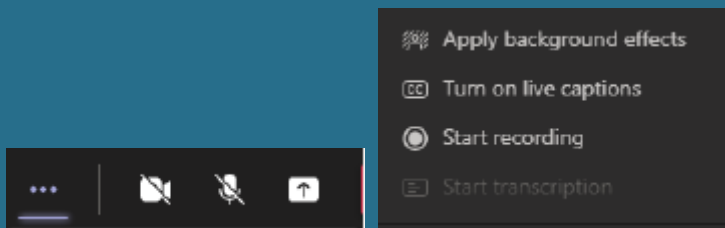


When you do this, you will notice reactions to the left of the raise hand icon. Please feel free to use these **in moderation.**

Accessibility

While we are unable to control accessibility features on software created by others (such as MS Teams) we hope the following hints and tips may assist you.

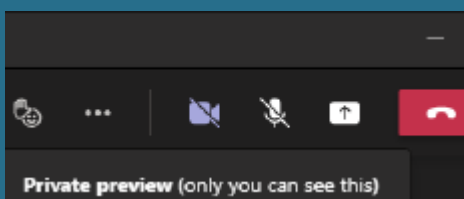
Live captions: You can switch on live captions by clicking the **three horizontal dots** in the toolbar to open the **'more actions'** menu.



Although not perfect, this may help some users with hearing difficulties.

Using the camera: Although we welcome participation visually, some events will require you to turn the camera off. We also appreciate that using the camera this is not for everyone. If you prefer not to use the camera, please feel free to leave this off.

To turn on your camera, click the **camera icon** in the toolbar. If you hover over the icon, you will see a preview of how you appear on screen.



Comfort breaks: We will always endeavour to ensure a comfort break is provided during longer online sessions to allow you to take a break from the screen.

GDPR

We will be recording some events in order to produce a record for training purposes.

Please note, no delegates will be featured in the recording unless they engage using their camera, microphone or chat facility.

Please **do not record any element of the meeting** as you need express permission from all attendees and trainers.