

## Virtual ARCP Panel / Feedback Meetings

HEE Yorkshire and the Humber will be hosting virtual ARCP Panel and Feedback meetings on Zoom. If you have been invited to attend a virtual ARCP Panel / Feedback meeting, please read these instructions carefully to ensure that you will be able to join the virtual meeting.

You may be asked to wait when you initially join an ARCP Feedback meeting. This is to ensure that panel members can join before trainees and to protect trainee confidentiality. The host / panel chair will know that you are waiting and will admit you. If you experience any issues that prevent you from joining the meeting please contact the Programme Support team immediately.

The guide below includes instructions for joining a Zoom in the Chrome browser. The [Zoom Help Centre](#) includes step-by-step [guides to joining meetings](#) using Zoom computer or mobile apps, and 'dial-in'.

We recommend that you join the meeting using the Chrome browser or Zoom app. Other browsers are not fully supported. We also recommend that you [join a test meeting](#) to familiarise yourself with Zoom and test your connection and setup.

To download a Zoom computer or mobile app, go to the [Zoom downloads centre](#). Apps are available for Windows and Mac computers, and Apple and Android mobiles.

ARCP Panel / Feedback meetings hosted on Zoom will remain private and confidential. Meetings will not be recorded. As usual, a member of Programme Support will join feedback meetings to take notes.

To read the [HEE privacy notice](#), please see our website. Zoom's [GDPR compliance notice](#) can also be found on their website.

### Meeting invitation

When you are invited to attend a virtual post ARCP feedback meeting, the letter or email you receive will include the Zoom meeting details *similar to the examples below*.

<p>Detailed reasons for the recommended outcome</p> <p>Please find below details of the virtual post-ARCP meeting where a member of the ARCP panel can discuss your outcome. The meeting will be hosted on Zoom. Instructions on how to join will be included (add a link).</p> <p><b>Date:</b> Tuesday, 24 March 2020</p> <p><b>Time:</b> 3:15 pm</p> <p><b>Link to Zoom:</b> <a href="https://zoom.us/j/773849047">https://zoom.us/j/773849047</a></p> <p><b>Password for joining Zoom meeting:</b> 603375</p>	<p>You are invited to a scheduled Zoom meeting.</p> <p>Topic: April Plastics ARCP Feedback Time: Apr 24, 2020 04:00 PM London</p> <p>Join Zoom Meeting <a href="https://zoom.us/j/773849047">https://zoom.us/j/773849047</a></p> <p>Meeting ID: 773 849 047 Password: 603375</p> <p>One tap mobile +441314601196,,108326760# United Kingdom</p> <p>Dial by your location +44 131 460 1196 United Kingdom +44 203 481 5237 United Kingdom Meeting ID: 773 849 047 Password: 916819 Find your local number: <a href="https://zoom.us/u/ad5Rsi8oZy">https://zoom.us/u/ad5Rsi8oZy</a></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

If you are joining the meeting through the Chrome browser you will need the **meeting ID** or the **meeting link** and **password**. Alternatively, you will need the **Meeting ID** and **Password** to join using the app.

Alternatively If you will be 'dialing-in', you will need to note the **telephone number**, **meeting ID** and **password**.

## How to join a meeting in Zoom

### How to join a Zoom meeting in Chrome

To join a meeting in Zoom using the Chrome Browser go to <https://zoom.us/join> in Chrome and enter the **meeting ID**. Alternatively, simply enter the **meeting link** from your invitation in the search bar.

#### Join a Meeting

Meeting ID or Personal Link Name

Join

[Join a meeting from an H.323/SIP room system](#)

On the next screen select **join from your browser**.



If nothing prompts from browser, [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

Your browser will ask you whether you want to open Zoom. To continue click, **Open Zoom / Open Zoom Meetings**.

Open Zoom?

https://zoom.us wants to open this application.

Open Zoom

Cancel

On the next screen you will be asked to agree Zoom's terms and conditions. When you click agree you will be able to enter the **meeting password** and **your name**. *This should be your full name*, to avoid confusion with any participants with a similar name.

Please enter your meeting password and name to join the meeting

You can find the meeting password in the email invitation

Meeting Password

Meeting Password

Your Name

Your Name

This field is required.

Join

Finally, click **join** to enter the meeting. For ARCP Feedback meetings you may initially be placed in a 'virtual waiting room'. You will see the following message: 'Please wait, the meeting host will let you in soon.' The host / panel chair will know that you are waiting and will admit you.