

Webinar Guidelines for Participants

Thank you for enrolling on a HEENW webinar. To help ensure everyone has the opportunity to gain the most from this webinar please take a few minutes to read these guidelines. They aim to reduce disruption and ensure your learning experience during a HEENW webinar is a good one. Please note that this webinar may be recorded for further training and by joining the session you agree to this use

- This course is for your personal learning and development. The content **MUST NOT** be recorded or shared with others via any medium including social media.
- Please be respectful of other participants and the lecturer.
- Places are limited, if you are unable to attend the webinar you will be charged £30.

Please download the MS Teams app to your device in advance of the meeting where possible, to avoid any connection issues. You can download the app to your laptop by going to:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

- To download the app on your phone or tablet visit your device's app store.
- A link to join the webinar will be sent to you two days before the course date.
- Find a quiet, well-lit, and comfortable place where you will not be disturbed. Ensure that there is no identifiable data on show and that the visible background is plain.
- Please allow 15 minutes prior to the time of the course to log in and complete registration.
- Logging in late will disrupt the presentation, you will miss important information and we cannot ensure you will receive eCPD.
- Attendance checks will be carried out periodically. Also our software recognises and records times you log in and out, you will not receive a certificate if you leave.

Please note that if at any time you need to contact the course facilitator for IT support (logging in etc.) please **text Victoria** 07741 103 546 Please be aware that Victoria may be presenting or helping someone else, text your email address with a short message and we get to you as soon as we can.

- Please ensure your camera is switched on (if you have camera facility) with sound on mute as background noise can be distracting for other participants.
- It is your responsibility to register before the session starts. Use your full name (First Name and Surname) and GDC number to sign in on the CHAT BOX, we use this to set attendance.
- During the recording, please turn your camera off when requested to do so by the course coordinator. Only your initials will show on the recording.
- Be an active participant by responding to requests for comments or questions. You will be given instructions on how to do this at the start of the session. Please do not ask personal or non-subject related questions.

- Following the session your attendance will be recorded on maxcourse and you will receive an email to notify you to log in and complete the evaluation. On completion of the evaluation you will be able to download your certificate.