

## Webinar Guidelines for Participants

Thank you for enrolling on a NHS England webinar. To help ensure everyone has the opportunity to gain the most from this webinar please take a few moments to read these guidelines prior to the course.

Please be respectful of other participants and lecturers, the following guidelines aim to reduce disruption and ensure your learning experience during a NHS England webinar is a good one.

- You will be sent a link to join the webinar on Microsoft Teams. If you are using your phone to log in you may need to download the App ..... Using your laptop is simple ..... (see attached guidance).
- A link to join the webinar will be sent to you 1 day prior to 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 plenty of time to log in to the session. You may not disrupt the presentation by logging late, but you may miss important information and your CPD time will be recorded on your certificate.
- Once logged in you will see a notification that informs you that the organiser will let you in.
- Ensure your settings are set to camera off and sound on mute (any background noise can be distracting for the audience).
- Be an active participant; respond to requests for comments or questions. The speaker will describe how to ask a question and the process for interaction during the session at the beginning of the course. Please do not ask personal or non-subject related questions.
- 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 aware that the software will recognise and record times you log in and out, your CPD certificate will reflect the time recorded.
- Your attendance will be logged into our online booking system, which will prompt you to log in, reflect and download your eCPD certificate.
- Please note that if at any time you need to contact the course facilitator during the live webinar because you are experiencing difficulty logging in etc please TEXT **Kim 0782 797 7675**