

Joining instructions

Topic: Dam it, make it easy, stay safe

Date: Monday 14th December 2020,

Time: 18.30- 19.30 PM London

Brian Millar will be sending an invitation directly to you via email. By booking onto this course you are giving consent for your email address to be passed to him.

Please check your junk emails for the invite. Instructions for joining the online meeting

- Please ensure you have access to the internet with a screen, camera and microphone.
- You will be able to join the meeting a few minutes before the start.
- The Webex app may need to be downloaded to join.
- Please join with your camera on and microphone off at this stage.
- Ensure the name on the screen is the same as the name you are registered with on Maxcourse, to enable registration for CPD
- The meeting will start at 18.30 pm.
- The Prof. Brian Millar will describe how to ask a question and the process for interaction during the session at the beginning of the course.
- Course documents will be made available to download from the Maxcourse page as a PDF before the session.

As we will be delivering this course via videoconferencing it is important that we set out some guidance that will facilitate learning for all the participants. Please take a moment to read the following before the start of the course. **This course is for your personal learning and development. The content MUST NOT be shared with others via any medium including social media**

- Participants must join the session on time, if you are late it may affect the CPD time recorded on your certificate, or you may not be able to join the session.
- Participants will be responsible for their own behaviour and conduct when accessing remote learning.
- Sessions will be conducted with the same levels of formality and respect as one would expect on a physical study day.
- Participants will not audio or video record online sessions. Photos of Slides may be taken only with the Presenters' consent.
- Participants should be aware that usage associated with online learning platforms can be monitored, logged, and made available for inspection if needed.

We hope that you enjoy the session, remember to complete the online evaluation on Maxcourse to get your certificate and to complete a reflection on the course content for your CPD records.