

Attendee Protocol for Remote Learning

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.

Software and connecting

- Most video platforms do not need you to have an account to join as you can join as a guest.
- We recommend using Google Chrome or Edge as browsers. If you click the link and it opens in Internet Explorer, we suggest you copy the link and paste it into Google Chrome or Edge.
- Check you can join by following the link 5 minutes before the start of the webinar, so you have time to overcome any IT issues.

Before the session

- Check your internet and Wi-Fi connection.
- Check that your audio, headset, and the camera are working.
- Check your lighting and camera positioning
- Turn off any other applications that are running to conserve bandwidth

Please note:

- Participants must join the session on time. If you are late it may affect the CPD time recorded on your certificate.
- If you join late, join quietly, and do not interrupt the conversation or presentation.
- 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 must not audio or video record online sessions unless they have express permission from the speaker and all delegates. Photos of slides may be taken only with the speaker's consent.
- Participants should be aware that usage associated with online learning platforms may be monitored, logged, and made available for inspection if needed. Remember conversation history and chats stay around even after closing the application. For this reason, **do not share personal or patient identifiable data in the chat area.**

Guidelines (the following key principles of good online 'etiquette' should always be followed when communicating online in a remote learning environment):

- Delegates should find a quiet, well lit, and comfortable place for attendance; ensure there is nothing offensive or inappropriate on display (both in terms of what you are wearing and what is visible behind you on your webcam). No personal data should be visible on your webcam for the safety of both yourself and the people you may live with.
- Delegates must ensure their face is clearly visible (focus from shoulder up).
- Delegates may drink liquids during online sessions but no eating of food; this is impolite and not pleasant for the other participants.
- As a default, delegates' webcams should be switched on, but their microphone should be muted to ensure minimal background noise. If there is a reason why the camera cannot be on, please use the chat facility to sign in and let the speaker know and sign out again at the end.
- The speaker will describe how to ask a question and the process for interaction during the session at the beginning of the course.

If you are having issues during the session or cannot hear well, please use the chat function.

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