

OXPIP ONLINE LECTURE GUIDELINES

September 2020

Thank you for being part of our very first online lecture!

Below are a few guidelines to help it to run as smoothly as possible.

1 JOINING THE MEETING

The meeting details will be emailed to you the day before the lecture. Please check your junk box in case it ends up there by accident. On the day of the lecture, please click the link between 12.30 and 12.50pm. Remember that the link to the meeting is only for you and should **not** under any circumstances be shared. Only people on our attendee list will be accepted into the meeting so please ensure that your name on Zoom is the same as the name on your booking. This link will take you to a waiting room and you will be accepted in to the meeting promptly at 1pm. It is important that you arrive on time so we can stick to our strict timings.

2 CONFIDENTIALITY

Some of the content of our lectures is highly confidential, for which we have gained specific consent for us to share. You will be required to sign a **confidentiality clause** before joining the lecture, whereby you agree not to record any part of the meeting via photograph/video/audio. Please click [here](#) to do so. Unfortunately we will be unable to admit anyone who has not signed the clause. Any break of this clause will lead to disciplinary measures.

3 VIDEO AND SOUND

Your video will be on automatically when you join the meeting and please leave it on if possible. It is much better for us to see each other's faces and all feel part of the group. Everyone will be muted unless invited to unmute - this allows us to reduce any background noise to give us the best experience of hearing the lecture. When the lecture is being presented, we suggest that you may wish to click the '**active speaker button**' or '**pin video**' of the presenter so you are able to see them as they speak, without having too much else on your screen.

4 BREAKOUT ROOMS

There will be allocated times for discussions in breakout rooms in groups of 10 for you to share your responses to what you have just seen and heard. You may unmute your microphone in the group if you wish. You will be asked to nominate someone from your breakout room to take responsibility for writing a question in the chat box to be discussed in the plenary.

5 BREAKS

There will be time allocated to a quick comfort break.

6 CHAT BOX

There will be specific times to use the chat box so we can keep track of your questions. Please use it for submitting questions that have come out of the breakout room discussions. It will only be visible to the host, and we will do our best to discuss as many of the questions as possible in the plenary.