

# OXPIP ONLINE TRAINING GUIDELINES

November 2020

Thank you for being part of our online training!

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

## 1 JOINING THE MEETING

On the day of the training, please click the link at least 15 minutes before the start time, so that we can start promptly. Remember that the **link to the meeting is only for you** and should **not** under any circumstances be shared. This meeting link will take you to a waiting room and you will be accepted in to the meeting. It is important that you arrive on time so we can stick to our strict timings.

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.

## 2 YOUR NAME

Once you are in the meeting, please click on the '**rename**' button and enter your name and your organisation (this can be found in top right corner of your image, next to mute) click on the 3 dots, drop down to '**rename**'.

## 3 CONFIDENTIALITY

Some of the content of our training is highly confidential, for which we have gained specific consent for us to share. Thank you for signing our **confidentiality clause** before joining, whereby you agreed not to record any part of the meeting via photograph/video/audio. Any break of this clause will lead to disciplinary measures.

## 4 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 to join in discussions - this allows us to reduce any background noise to give us the best experience of hearing the training. When the training is being presented, we suggest that you may wish to click on '**pin video**' on the top right of the presenter's video, so you are able to see them as they speak, without having too much else on your screen.

## 5 BREAKOUT ROOMS

There will be allocated times for discussions in breakout rooms for you to share your responses to what you have just seen and heard. Please unmute your microphone in the group to take part in the discussion. You will be asked to nominate someone from your breakout room to feed back to the main group.

## 6 BREAKS

There will be time allocated in the morning and afternoon for quick comfort breaks.

## 7 CHAT BOX

There will be specific times to use the chat box, which will be visible to all participants.