

## Instructions for joining OCTC online workshop

Thank you for registering for an OCTC online workshop.

To make the experience as productive as possible, we have compiled the following instructions and key pointers.

The online platform we use for open workshops is Zoom.

Unfortunately, we are not able to provide technical support as this is an external product and there are many variables out of our control such as broadband speed, your own device limitations etc. There are however many online help articles available and we strongly recommend that you access the tools in advance to give yourselves time to resolve any issues.

### Participating safely

We suggest that you will be able to make best use of the training if you can ensure that you are in quiet and private surroundings.

It is important to respect the privacy of other participants and to disclose clinical material carefully, making sure to anonymize this. Please ensure that the workshop is not watched or overheard by others (e.g. children in your home environment), particularly as clinical material may be shared that non-clinicians may find distressing. At present, we are not recording the sessions but if this is to change in the future, information as to the purpose and use of this will be provided and we will formally seek your consent if applicable.

### Minimum technical requirements

To access the workshop successfully, you will need to have good broadband speed or access to the 4G network. Your device will need to capacity to run the app and have both a functioning camera and microphone. We recommend that you have your device connected to a power supply for the duration of the workshop to ensure you have adequate charge to participate.

### Accessing the workshop via Zoom

You need to download the most recent version of the Zoom app. This is free and in order to join a workshop meeting (Zoom refers to it as a 'meeting') as a guest, you *do not* have to upgrade to the Pro version. This can be downloaded via the links at <https://zoom.us/> or the first time you attempt to join a meeting or workshop by clicking on the link. As this can take some time, we recommend you do this at least a day in advance of the session to give you sufficient time to resolve any issues.

You can join the workshop by either clicking on the link provided in the invitation email, or by entering the Meeting ID and password when prompted.

### Viewing options

Once you have joined the workshop successfully, please ensure that your video and microphone are switched on. This ensures that the presenter knows that you have arrived and allows you to speak to them and the other participants. We would also recommend that you consider what is behind you as this will be visible to others.

You can choose either 'gallery view' or 'speaker view' at the top right of your screen. Once the presentation begins, the presenter will mute all participants, as otherwise it can be very distracting to hear everyone's throat clearing and background noises! There will be opportunities to ask

questions and engage in discussion (see below) and if necessary, you can unmute yourself at any time by clicking on your image and then on 'unmute', or by holding down the space bar while you speak. You can choose whether or not to keep your camera running during the presentation, but we would recommend that you *do* turn it on during discussions and small group work.

We recommend that you 'pin' the presenter video in case others have forgotten to mute their audio. This ensures that your view remains on the presenter and whatever they are sharing on their screen. You can do this by hovering your mouse over the presenter's video and choosing the option 'pin video'.

### Small group tasks

Most presenters will make use of 'break out rooms' within Zoom during the workshop to allow you to complete pair or small group work. The presenter will set this up and explain what you are expected to do in the break out rooms. The presenter allocates participants to the small groups or pairs and sets a time for the break out task, after which you will automatically rejoin the large group. The presenter can join your small group and you can speak to the presenter by re-joining the main session by clicking on the relevant button on the screen, or by using the chat function.

### Questions and discussion

Most presenters will create spaces for group discussion and questions, when they will unmute all participants. You can also ask questions during the presentation by using the chat function, where you can type questions or comments that the presenter can return to at a later point.

### Handouts

Our admin team will email you the workshop handouts prior to the workshop. Most presenters will also display these by sharing their screen with you during their presentation.

You may find it useful to have a second device to hand with your handout materials (e.g. phone or tablet), or to print these out in advance, so that you can move backwards and forwards at your own pace and make notes, etc.

### Breaks

There will typically be a shorter morning and afternoon break and a lunch break during the workshop. We recommend that you leave your Zoom connection running during breaks to avoid difficulties reconnecting. We would also recommend that you stand up and move away from your device during a break to follow good DSE practice and then reset your position when you return at the end of the break. (see <https://www.hse.gov.uk/pubns/indg36.pdf> for more details)

### Feedback

We will send you a feedback form with your handouts by email prior to the workshop. Please complete and return this to our admin team at [octc@oxfordhealth.nhs.uk](mailto:octc@oxfordhealth.nhs.uk)

We hope that you enjoy your online training with OCTC.