

Zoom guidance

Accessing the lectures

During the conference to access the lectures please use the link which is inserted in the programme. The programme will be sent out the week of the event and will be available to access throughout the Slack channel '#programme'

Name and Affiliation

When you're in the Zoom call, please ensure that you use your full name and affiliation so that the hosts know who you are. You can update your name on Zoom using the below instructions.

1. In the Zoom call, click on the 'Participants' icon at the bottom of the window.
2. A participants window will appear listing all the participants in the call. Hover over your current name and select the 'more' button
3. A 'rename' option will appear, please type your full name and affiliation and then save changes.

Q&A sessions

Within the Zoom Webinar, you will see a Question & Answer feature at the bottom of your screen. Please use this to type your questions during the lecture or mark 'X' if you would rather ask your question vocally. The Q&A session will take place at the end of the lecture.

Please be aware that your questions as well as your full name and affiliation will be visible to all attendees.

Recording

All lectures will be recorded using Zoom. This means that the audio-visual and chat portions of the lecture will be recorded and may be published or distributed by the School