

Welcome UKSG online event

We strive to make to make your participation in UKSG online events as enjoyable and trouble-free as possible. You may therefore like to read the information below to help you prepare.

General recommendations:

- A headset or speakers if you wish to join the webinar using your computer or VOIP
- Close all applications not in use
- A wired internet connection plugged via a LAN cable
- Join early – you will need time to launch the application

System Requirements:

- <https://support.goto.com/meeting/help/goto-meeting-system-requirements-for-attendees>
- Test your connection before hand:
<https://support.goto.com/meeting/system-check>

We cannot anticipate all browsers and firewalls, some of which may prevent access to the webinars or web cams. Please speak to your IT department if you think an institutional firewall may affect your participation.

- Optimal Firewall Configuration -
<https://support.goto.com/meeting/help/allowlisting-and-firewall-configuration>

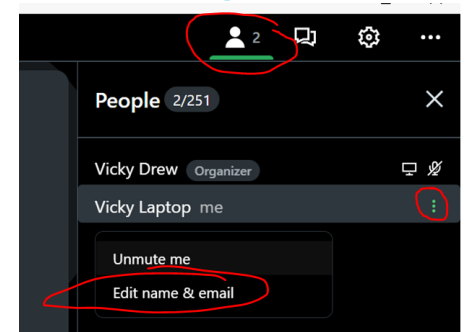


How to participate

Joining Go to Meeting

- Click on the meeting link which has been sent you in your joining instructions
- Select to 'Join My Meeting' (either via browser or desktop)
- You will be prompted to enter your name and email (email is optional) - do note that the name and information you enter here will be visible to other participants)
 - You can change you details when you are in the webinar by clicking on the people icon and selecting the three dots against your name.

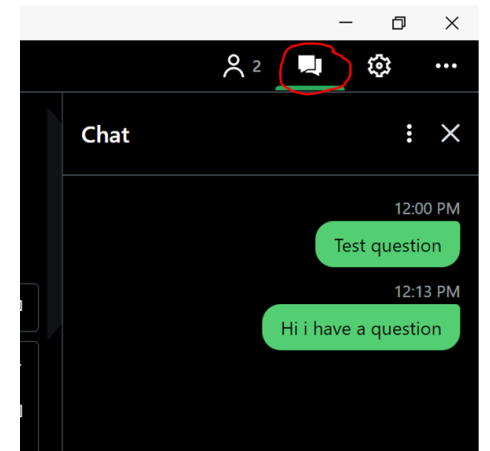
- On joining the session, please ensure your microphone is muted and camera is turned off



Asking a question/feeding back

We encourage all attendees to participate in the session as much as they feel comfortable with. We understand that not everyone may want to speak and therefore have two options:

- If you would like to ask a question or make a comment about the presentation, please do this via the chat box on the control panel. Do note all messages you and others send will appear here.
 - The questions will be managed mainly by the chairs Klara and Richard.
 - If you have any general queries, please select to private message the organiser Vicky Drew.
- During the discussion/Q&A time the speaker may invite you to unmute yourself if you would like to contribute to the discussion verbally. Please remember to mute yourself once again after your input.
 - You can also use the react button to raise your hand before speaking



Setting up your screen

We have a few hints and tips for optimising your screen set up for maximum efficiency. Feel free to explore the options and adjust them according to your personal preferences and machine set up.

1. At the top of the screen, you have a drop down as shown in picture one
 - a. We recommend that you click on this and select the active camera or who's talking option. (highlighted in yellow in the example)
 - b. Camera position – we recommend that you select the side by side option so that you can maximise the slide view (highlighted in yellow in the example)
2. Slide zoom – If you need to view a slide in more detail, you can zoom in using the + and – buttons located on the side of the slide (highlighted in red in the example).



Code of Conduct

Thank you for your participation in the UKSG community, and your efforts to keep UKSG welcoming, respectful, and friendly for all participants

www.uksg.org/page/uksg-code-conduct

