



Gloucestershire CIPD Branch

## Guidelines for Participants attending branch Digital Events

### **Booking**

Events will continue to be promoted via our weekly email and listed on EventBrite. Please register as you normally would. You'll then receive an email with the specific invitation to the Zoom event.

### **Joining the Event**

The link will normally be live 5 – 10 minutes before the session and you will be in a Waiting Room. The Event Host can see you are there and will admit you to the main room in time for the start of the event. Please join promptly.

### **Check Your Name**

Please look at the name on your Zoom screen, this is the one the Host can see. Make sure it is the name you registered with. You may have logged on with your personal email and show up as [squigglywiggly@gmail.com](mailto:squigglywiggly@gmail.com) which isn't terribly helpful for registration purposes.

If it is your first time joining a Zoom meeting you'll be asked for your name before you join.

If you need to change your name then use the *Manage Participants* button in the middle of the bottom of the screen. A side bar will appear and you'll see your name there if you hover to the right of your name you'll get the option to change it (see next page).

### **Meeting Etiquette**

Events will start promptly at the advertised time. Please make every effort to connect in good time to be there for the start. All participants will be admitted in one group. If you are late, it may take a little while before we can admit you once the presentations have started.

Please have your microphone on mute when you join. The host will set this as the default but please double-check. It's your choice if you have your camera on or not.

The host will give a welcome and event introduction and explain how the session will operate.

Please use the Chat feature to communicate. Please do comment as the meeting progresses.

### **Breakout Rooms**

In many events the presenter will use Breakout Rooms. The meeting will be automatically split in to smaller groups. This will all be done by the presenter and you aren't required to do anything at your end. The process usually takes a couple of minutes so please bear with the host while this is being organised. We encourage you to have your camera on for breakout sessions so you can see who you're working with.

# Zoom Controls

