NIHR Global Health Research Unit on Global Surgery

Education and Training Webinar (Monday 5th June): EAGLE safe-anastomosis study

Technical walkthrough guide for PC DESKTOP users

This guide has been created to help you become well acquainted with the technical aspect of the webinar delivery. Please view the steps below to ensure you are aware of the correct actions to take when joining the webinar on the 05th June.

Step 1

You can access the Zoom webinar portal via the link provided to you:

Step 2

When you join the webinar, please ensure that you're able to broadcast both video and sound to the meeting attendees. You will be able to do this at the point of entry into the webinar via the corresponding options in the bottom left-hand side of the portal window:
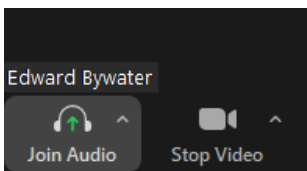
Prior to the start of the webinar, you should see the below screen that will also enable you to test whether you're able to hear the meeting through the music that will be playing during this time:

Step 3

When you join the webinar, you will be able to do the following:

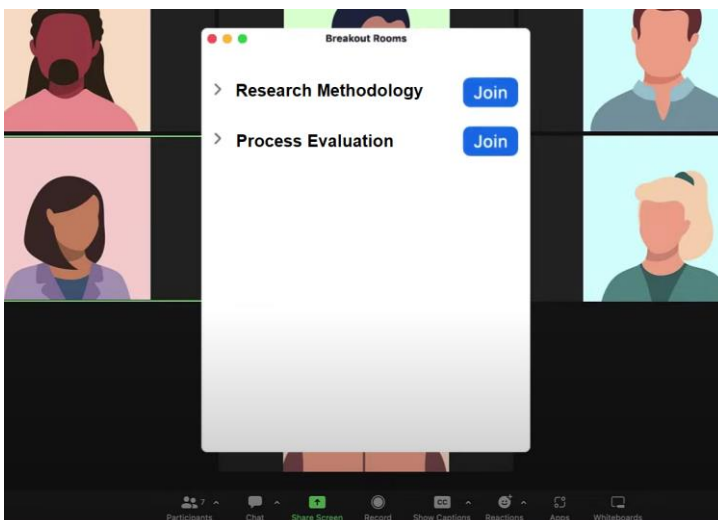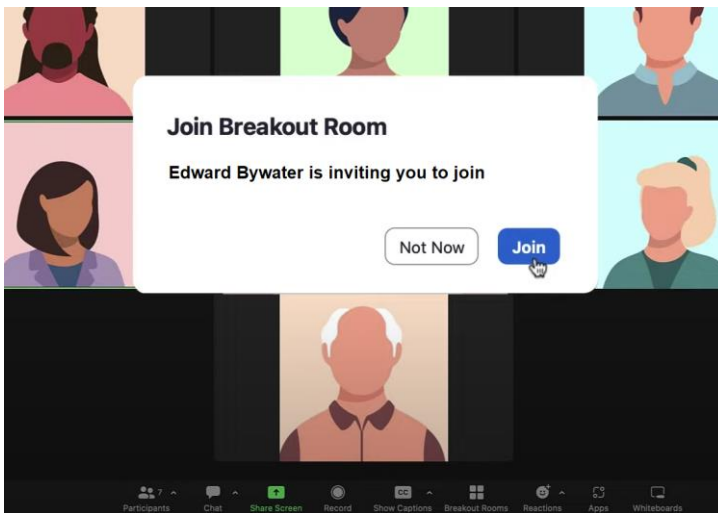1. Mute/ Unmute yourself
2. Enable/ Disable your camera

We ask that you **keep yourself muted unless you intend to speak** to the wider audience.

Step 4

All attendees will be able to attend one of the following Breakout Rooms when instructed to do so:

1. Research Methodology
2. Process Evaluation

Once the moderator has activated the Breakout Rooms, you should see the following options that will enable you to join the room of your choice:

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Once you have selected the room of your choice (in this case Research Methodology), you will then see the following screen whilst you are added to the room of your choice:
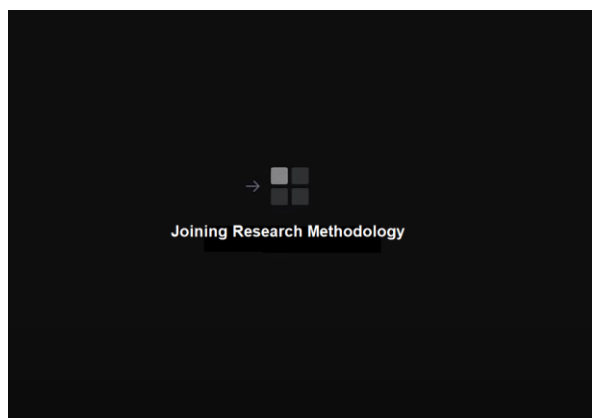
If you do not select a room. A moderator will place you in one of the two rooms so you will notice after a short period of inactivity that the above screen or similar appears.

Step 5

When the breakout room section comes to a close, you will see the following screen appear which will let you know that this section of the meeting will shortly end. You will then be taken back to the main room: