



# ANHSO Guide to virtual meetings

October 2020

Due to the ongoing pandemic, ANHSO meetings will be held online for the time being. Whilst this is not the same as an in person meeting, we hope it will prove an acceptable substitute until the situation improves.

To participate in the meetings you will need a desktop, laptop, tablet or similar computing device which has Internet access and is capable of producing sound. It may be helpful for asking questions if your device has a microphone and webcam, but these are not strictly necessary.

Meetings will be held on the Zoom platform. If your computer is not already set up for Zoom, the software can be downloaded and installed from:

<https://zoom.us/download>

You can test that the software is installed correctly by visiting

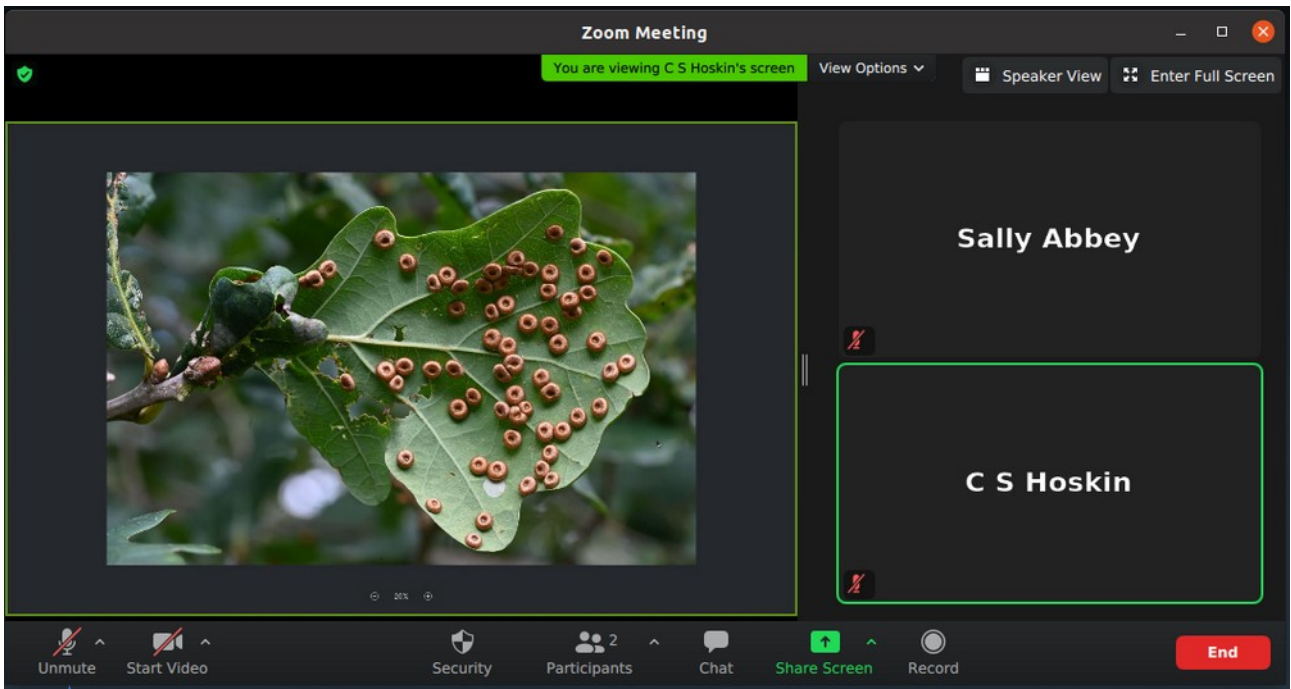
<https://zoom.us/test>

and joining a test meeting at which you will be the only participant.

The talks will start at 8pm (unless otherwise specified) but we will open the Zoom meeting at 7.30pm to allow people to check their connections beforehand. The link to the Zoom meeting will be circulated to members via e-mail before the meeting. We are keeping the meetings members only at this stage, so please do not share the link outside of the Society.

Whilst the speaker is giving their talk we will mute the microphones of all other participants to avoid problems with feedback and other extraneous noises. If a question occurs to you during the meeting you may use the Zoom chat feature to type the question. Depending on their preference, the speaker may address your question during their talk, if not we will pick it up during the question and answer session.

After the speaker has finished their talk, the chair will invite participants to indicate that they would like to ask a question by typing in the Zoom chat feature. They will then be invited to unmute to ask their question. Please mute your microphone when you have finished speaking.



Click on the **Unmute** button if you wish to speak. Click again on **Mute** to finish speaking. The red line through the icon indicates that your microphone is currently muted.

Click on **Start Video** to let everyone else see you. Click on **Stop Video** to be invisible. The red line through the icon indicates that the camera is currently off.

Open the chat to ask a question.

Please ensure that the question is sent to everyone.

