

Seminar Guidelines

Before the Meeting

- Log into Microsoft Teams and check you have access to the software – you can either use the online version of Teams, the app on your mobile, or download Teams to your computer/laptop.
- If you are a Nottingham student/ faculty member and have problems getting access to Office 365 and Teams, please log a service call with IT.

Joining the Meeting

- You will be sent a link to join the meeting – this may be emailed to you and / or sent as an invitation in Microsoft Outlook
- To join you can:
 - click the link in the email
 - click the 'join now' button in the Outlook reminder pop-up box
 - open the Outlook invitation in the Calendar and click 'join Teams meeting' at the top of the screen
- Please join at least 5 minutes before the scheduled start time
 - At this point you are welcome to have video enabled and chat with colleagues
 - If you join later than the start time make sure you have your video disabled and the **microphone muted**
- If you get feedback or do not hear anything leave the Team call and then rejoin

Presenting

- On the day of the meeting - at least 10 minutes before the scheduled start time, check your connection to Microsoft Teams and test the 'screen share' is working. It is better to share screen rather than sharing PowerPoint Team's feature.
- If you do not trust your internet connection set up an access point from your phone in case your connection fails.
- As presenter, whilst you are sharing your full screen presentation, you will not be able to view the conversation box, but the Chairperson will facilitate the meeting and interrupt you when someone wants to ask a question.

Asking Questions

- Use the 'conversation' feature to indicate you would like to ask a question and wait for the Chairperson to call upon you. At this point you can un-mute your microphone and speak directly to the presenter.
 - If you have a question relating to the current point being made by the presenter, please **write “?”** in the conversation box

- If your comment or question addresses something previously asked please **write "!"** in the conversation box
- The Chairperson will not necessarily deal with questions in the order in which they appear on the conversation screen.
- When you have finished speaking, please remember to re-mute your microphone
- Since the presenter cannot observe the conversation box, we want to encourage everyone to have discussions using the microphone and involve the presenter, as this will be most beneficial for both sides.