

Dear All,

Thank you for agreeing to join the following event:

<b>TITLE</b>	<b>Careersville Dental Event (English)</b>
<b>DATE</b>	6 <sup>th</sup> July 2022
<b>TIME</b>	1000 - 1200
<b>PLATFORM</b>	Teams Meetings
<b>YOUR ROLE</b>	Attendee
<b>YOUR HOST</b>	Olivia Barratt
<b>TECH SUPPORT</b>	Fiona Thompson
<b>ATTENDEE LINK</b>	<a href="#">CLICK HERE TO JOIN</a>

Please find below joining instructions for the day:

## **BEFORE THE EVENT**

Please follow the steps below to ensure that your device is ready and that you can fully participate in the meeting:

### Update Your Browser

Normally updates happen in the background when you close and reopen your computer's browser. But if you haven't closed your browser in a while, you might need to update it manually.

Please use up-to-date versions of Chrome (our preference), Chromium Edge, Firefox, or Safari. To update your browser, go to settings, go to about e.g. "About Google Chrome", it will update automatically.

For further assistance with this, click [here](#).

### Enable Cam/Mic

Ensure that you allow your browser to access your cam/mic. This can be found in the browser settings normally under privacy settings. Please make sure your laptop volume is at the appropriate level.

### Internet Connection

If you can, use an Ethernet cable from your device to the broadband router. If you have to use WIFI try to be close to the Broadband Router and avoid moving around.

### Avoid Poor Connection

It is best to close other apps on your laptop that access the internet e.g. Email etc. Turn off any other devices that use the internet e.g. Iphone, Smart TV, Xbox,PS4. Ask your household to avoid using the internet during the webinar if possible.

If you experience any technical difficulties, please [email the support inbox](#) as soon as possible:

## **LOGGING IN**

### **IF YOU CANNOT LOG IN**

If you are having difficulties logging into event please [email the support inbox](#)

## Lobby

You may be asked to wait in the lobby until the host admits you to the meeting. Please be patient while we work our way through the attendee list, and you will be admitted as soon as possible.

## **DURING THE EVENT**

Please note webcams, audio and chat in the main room will be recorded. If you do not wish to be seen, please turn your webcams off once the event has started

## Etiquette

- Please join the event with mic muted and mute when not speaking
- Please join the event with camera on so we can identify you
- Please use the raise hand button when you want to speak
- Please close notifications and other processes on your device
- Please try to avoid distractions

## Asking for help

- If you have any queries relating to timing or content during the event please contact your host
- If you are experiencing any technical difficulties please contact your tech support

## Webcams and Audio

- You will be muted on arrival by default. If you need to speak, please use the raise hand button and unmute yourself
- Webcams will be turned off by default throughout the event

I look forward to seeing you there,

*Cofion caredig ! Kind Regards,*

**Fiona Thompson** (Hi/ei She/her)

**Technogydd Dysgu – Learning Technologist**

**Addysg a Gwella Iechyd Cymru (AaGIC) - Health Education and Improvement Wales (HEIW)**

**@AaGIC\_GIG @HEIW\_NHS**

[aagic.gig.cymru](https://aagic.gig.cymru) / [heiw.nhs.wales](https://heiw.nhs.wales)