

Zoom guide

What do I need to do before the event and do I need to download anything to use Zoom?

Please register prior to the session using your full name.

If you haven't used Zoom before do check out the helpful [How-To Guides and Videos | Zoom.](#)

The Induction team will also provide a quick intro to Zoom during the session.

Digital Housekeeping

To maintain high quality audio for other participants during the event we ask that you mute your microphone when you're not speaking. You are encouraged to share your thoughts and questions during the event, using the chat box or your microphone when appropriate. Please use the 'raise your hand' icon to indicate to the speakers that you wish to ask a question.

If you experience poor bandwidth during the event we recommend that you (1) stop sharing your camera; (2) close all other applications you have open; (3) stop receiving incoming video.

Slides from the session will be made available after the event.

Asking questions is encouraged – there will likely be people with all types and levels of knowledge and experience in the 'virtual room' so we encourage open and inclusive conversation throughout. Breakout discussions will not be recorded but thematic notes may be taken to inform future activities and support for new recruits.

Breakout rooms

This event will include the use of breakout rooms. Breakout rooms are sessions that are split off from the main Zoom meeting. They allow the participants to meet in smaller groups, and are completely isolated in terms of audio and video from the main session).

You will be automatically moved into a breakout room at relevant points in the session. If you have technical issues at any time please return to the main room for assistance or drop a message in the chat box to our Induction Coordinator, Jen Reynolds, who will be able to assist you.

Break out rooms are a great opportunity to collaborate with and get to know other members of staff, learn more about other roles, and ask questions that you're hesitant to ask in the main session.