



Joining instructions for speakers and presenters

1. Please join five minutes before the start of the session allocated to you.
2. Make yourself known to the chair.
3. Follow the step by step joining instructions below.

If you are unable to join, please contact:

Dr Deeba Gallacher D.Gallacher@mdx.ac.uk

Adriana Aliji A.Aliji@mdx.ac.uk

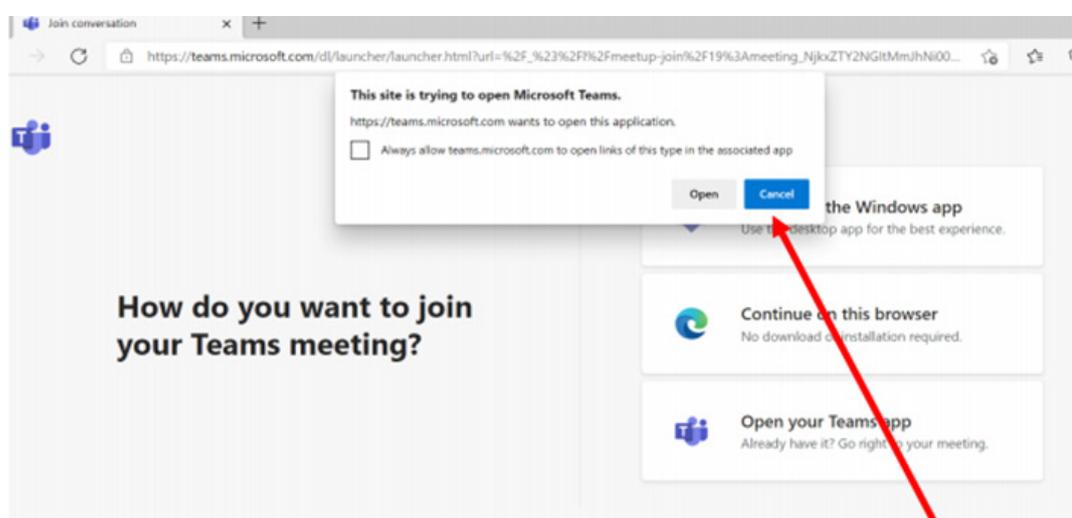
Brendan Dolan B.Dolan@mdx.ac.uk

- If presenting/speaking at the ALTC2021, you will be assigned a CAPE facilitator for each meeting. This facilitator will set up the meeting link for the session and will then give you presenter access once you enter the meeting.
- Any special requirements on how the session will be run should be fed back to Dr Deeba Gallacher D.Gallacher@mdx.ac.uk as soon as possible so the facilitators can be briefed in good time. Recording the session will be started by the CAPE facilitators. Within your session there will also be CAPE chat moderators although presenters may wish to moderate the chat if they wish. CAPE chat moderators will alert presenters to questions at the end.
- Please ensure you enter the meeting 5 minutes before the allocated time so the facilitator can give you these permissions in good time.
- The links to enter the meeting will be sent to you by the CAPE facilitator in good time. The meeting link will either appear as a standard URL or a 'Join Microsoft Teams Meeting' hyperlinked button located on the email.
- Your CAPE facilitators are there to support you if you have any tech difficulties on the day, you can speak to them in the session.

Join Microsoft Teams Meeting

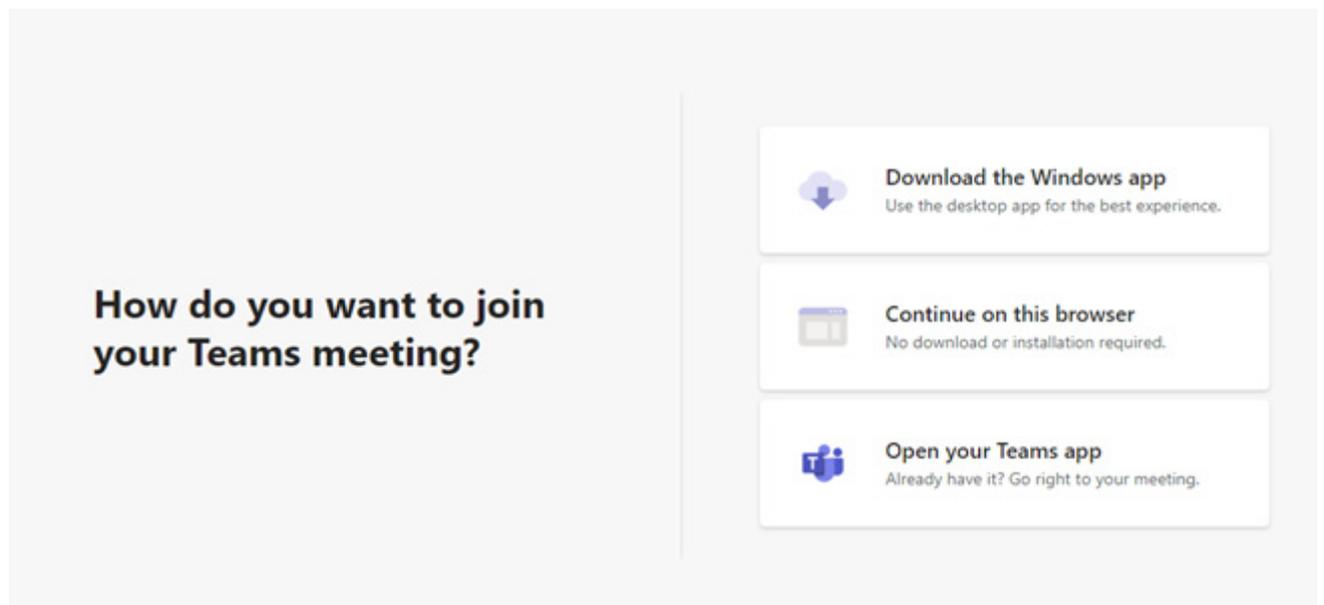
[Learn more about Teams](#) | [Meeting options](#)

Once you click on the link, you will get the following screen. Firstly, click 'Cancel' if you get the below pop up:

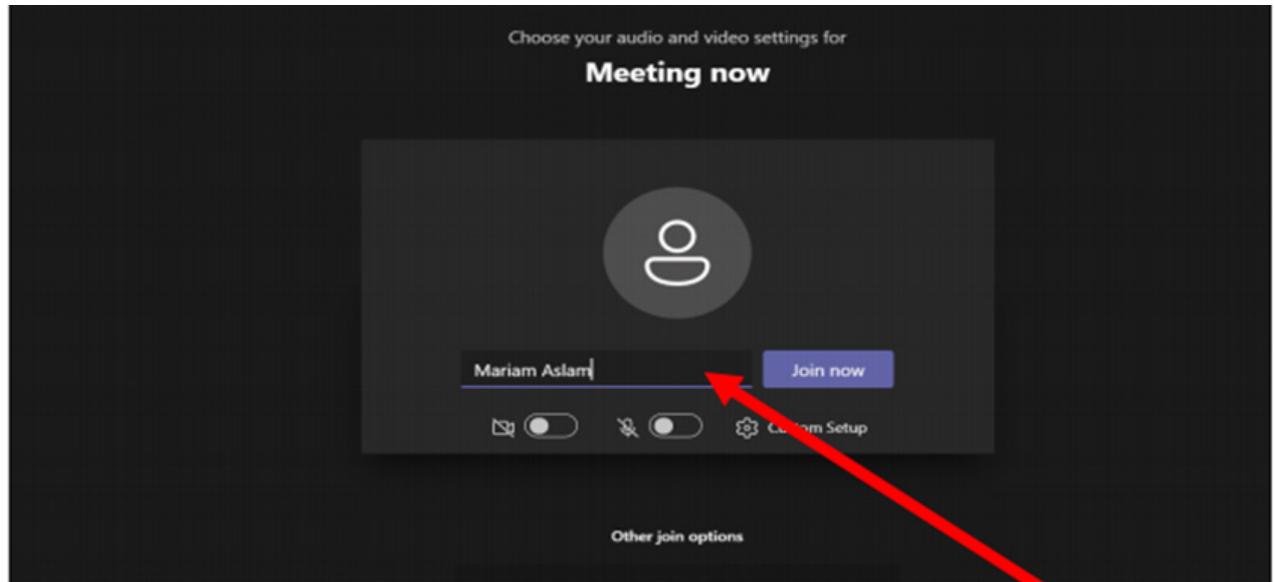


If this pop-up appears, click on 'Cancel'.

If you have been using Microsoft Teams and already have downloaded the app then 'Open your Teams app' will be fine to join. If you don't use Teams or experience any difficulties entering with the app then it is essential you 'Continue on this browser'. If you don't use Teams usually and enter via app, you will get a lengthy download/update process which may impede your entry into the session.



Once you have chosen your mode of entry, you will be asked to enter your name as you enter. Please enter your full name as you can be identified by attendees when speaking/presenting.

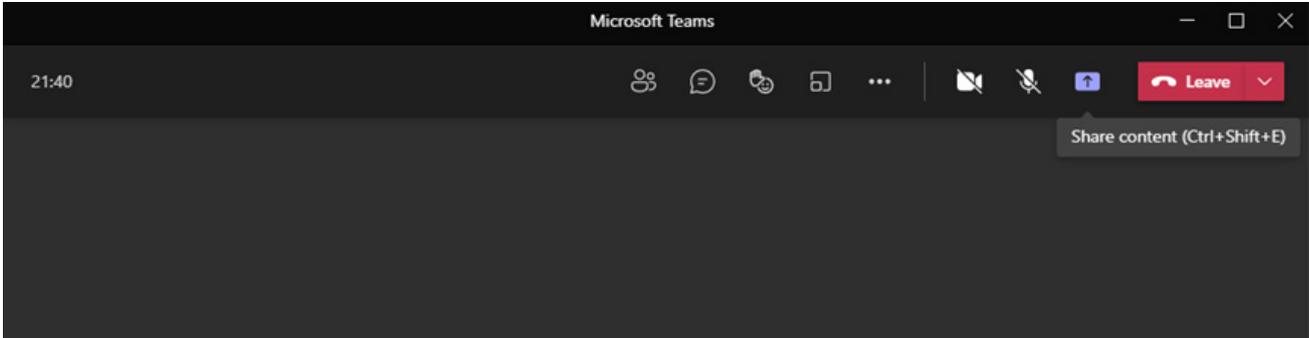


Enter your name here, then click on 'Join Now'

Please note: It is important before you join that you close as many tabs or applications open on your desktop. Microsoft Teams can be quite heavy with bandwidth utilisation so it is vital your desktop runs as efficiently as possible.

Once in the meeting, the facilitator will make you a presenter for the meeting and check if there are any further requirements that weren't already mentioned to the organisers, i.e breakout rooms or chat moderation. If there are any videos or slides needed for the session, they can be shared by the facilitator if shared beforehand or at the start of the meeting. Alternatively you will be able to do it yourself by hitting the share button (See Below).

App version:



Desktop version:

