

## AHE Guidelines for Participants

Thank you very much for registering to participate in AHE's 2020 online conference. Please note all session times are BST.

You will receive the Zoom log-in link prior to the beginning of the session. Once the Zoom meeting has started (we will open the meeting about 10 minutes before the formal start time) then you should only need to click on this link in order to join in. We recommend you download the Zoom programme into your laptop or device beforehand.

In terms of housekeeping, we would like to draw your attention to two points:

- When you are successful in logging in, **you will be automatically muted and without video function**. This is done to prevent background noise from intruding into the presentations; and also removes the possibility of comments being shared unintentionally with a wider audience.
- If you wish to ask a question or make a point during the presentations, please click on the Q&A button in the bottom bar. The chair will communicate these questions to the panelists during the Q&A.
- If you're having technical issues, please use the chat function to talk to the host of the session.

While the event may be recorded we will not record your voice or image. Please note that during the session, your name and email address (as entered at the registration stage) may be visible to other participants.

Finally, we may need your patience at certain points, given that the shift from a physical to a virtual conference will bring its own difficulties, but we do hope the conference will be an interesting event with many fruitful discussions.