



User guide to the BATOD National Webinar

10th November 2020 (2-4.30pm)

Before the day:

- **Reserving a ticket**

Free tickets can be reserved by clicking the following Eventbrite link: <https://www.eventbrite.co.uk/e/batod-national-2020-webinar-tickets-114643864886>

The event is open to all – please let your contacts know!

Please ensure that **every person** attending has their own individual ticket as we will be using the information to ask for feedback and to provide a certificate of attendance.

Please let us know if you require BSL and if so, if you are able to use AtW.

You will receive email reminders from Eventbrite – please check your email spam and junk folders: so that you don't miss anything!

- **Watching the keynote speeches (from 26th October 2020):**

You can watch the keynote speeches (from 26th October) on the BATOD YouTube channel at:

<https://www.youtube.com/playlist?list=PLdSkvjNnUc-Q2bthx2-Q6pv9Zo9iGOOd0>

- **Submitting questions in advance:**

Written and videoed questions can be added to our Padlet (between 26/10/20 and 5/11/20):

<https://padlet.com/conferencecommittee/vxlcmy2wxjf7h8d>

or by scanning:



*The keynote speeches and live webinar will be captioned and have BSL interpretation. *

On the day:

You will be provided with a link and password to join the meeting. Your video will be turned off and you will be muted.

How to join the BATOD National webinar on desktop/laptop via meeting invite link

- Click on the meeting invite URL.
- Open the Zoom app.
- Approve the request for permission to use your computer's audio and camera.
- If you are early you will be asked to enter a waiting room until the meeting starts.

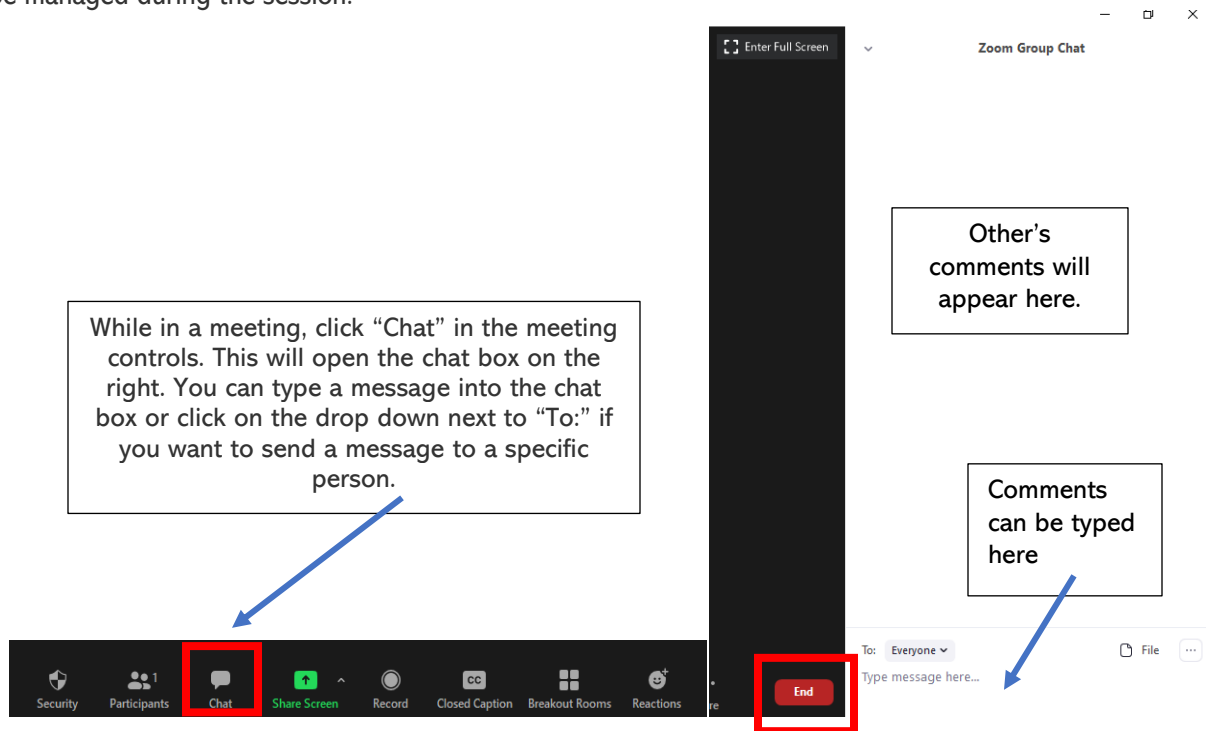
How to join the BATOD National webinar on an Android or IOS device

- Download the Zoom app for iOS or for Android on Google Play, and set it up using your contact information — which the host can use to "call" you. Then, either:
- Open the mobile app.
- Tap on "Join a Meeting."
- Enter the meeting ID and your name and set audio/video permissions.
or
- Tap on the meeting invite URL, which will open the Zoom app. *The app may ask for permission to use your phone's camera.*
- If you are early you will be asked to enter a waiting room until the meeting starts.

During the webinar you will be asked to turn off your video and remained muted; unless you are accessing the BSL interpreter, have been called by a moderator to make a comment or ask a question. If the moderators turn off your camera you will not have the facility to turn it back on yourself.

Asking questions on the day:

As well as in advance of the day, you can also ask questions during the session via the chat facility. This will be managed during the session.



To leave the meeting press the red "End/Leave meeting" button.