

# Virtual Training, Education & Development Afternoon

Thursday 9 July 2020

2.00pm - 6.00pm

Microsoft Teams

## Respiratory: Covid-19 Learning

We really hope you will be able to join us for our first online virtual education afternoon. We have planned both clinical teaching and development meetings with regular breaks to give the afternoon a balanced feel. We're only sorry we can't provide a virtual lunch! If you are new to Teams there is guidance overleaf on how to join.

### Programme of Events \*

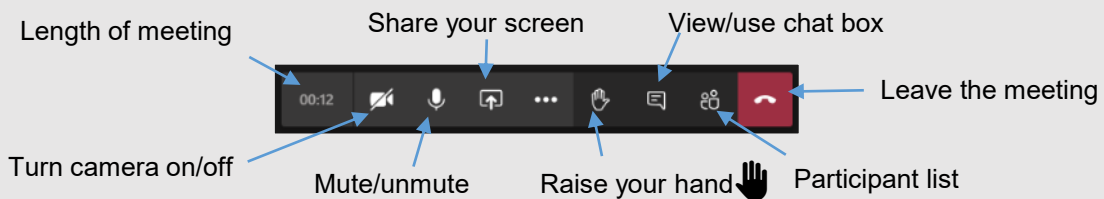
| Time      | Event  | Description   | How to Join:  |
|-----------|--|---|---|
| 1400-1500 | <b>Clinical Lecture: Respiratory &amp; Covid-19</b><br>open to all primary care clinicians | Respiratory & Covid-19 with Jonathan Douse, Respiratory consultant, ESNEFT  | <a href="#">Join Live Event</a>                         |
| 1500-1515 | <b>Break</b>   |   |   |
| 1515-1615 | <b>Prescribing session</b><br>Open to all clinicians                                       | Latest prescribing information. For all prescribing leads and practice pharmacists. <b>Other clinicians are also welcome.</b> | <a href="#">Join Live Event</a>                         |
| 1515-1615 | <b>PCN Clinical Directors meeting</b>  | For all PCN Clinical Directors  | MS Teams Meeting: please follow link in your invitation |
| 1515-1700 | <b>Primary Care Nurse Forum</b><br>Open to all primary care nursing team members           | Includes focus on sharing experiences and ideas, plus 'Wednesday's Child' service for people with eating disorders.           | <a href="#">Join Teams Meeting</a>                      |
| 1515-1615 | <b>Care Navigator Forum</b>  | Includes Stroke Awareness training  | <a href="#">Join Teams Meeting</a>                      |
| 1615-1630 | <b>Break</b>   |   |   |
| 1630-1800 | <b>Pharmacist Forum</b>  | This session is aimed at clinical pharmacists and technicians working general practice  | MS Teams Meeting: please follow link in your invitation |
| 1630-1730 | <b>PCN / INT meetings x 8</b>  |   | MS Teams Meeting: please follow link in your invitation |

## How to Join a Teams Live Event

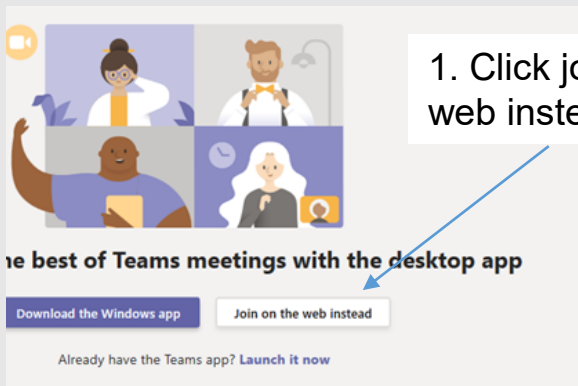
1. Click on the link provided.
2. If prompted to sign-up or enter your name, please do so and follow the instructions.
3. You should see a blue screen that says, "The live event hasn't started."
4. Once the Event has started, you will only see the person currently presenting and their presentation.
5. There will be a Q&A box on the right-hand side for you to ask your questions during the event. You can 'Like' other people's questions

## How to Join and Participate in a Teams Meeting

- If you have Teams Desktop App all you need to do is click on 'Join Microsoft Teams Meeting'. Alternatively you can join by phone by dialling the number and using the conference ID provided.
- You can see up to 9 people on screen at once but there can be more in the meeting; you can see who else is there on the Participant List.
- Please mute your microphone unless speaking otherwise it can cause feedback.
- If you have a question or comment, use the Chat Box on the right-hand side
- If you'd like to comment verbally, you can click a button to raise your hand so the organisers know and can come to you next.

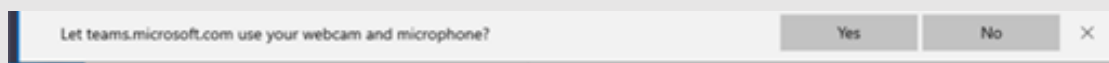


## Instructions to join a 'Teams' meeting via the web link

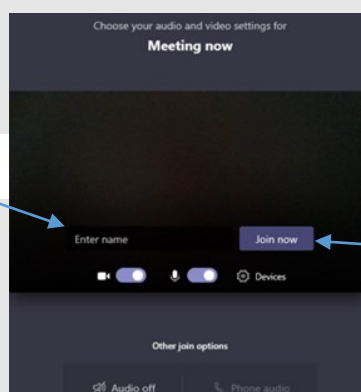


2. A window will open:

Click **Yes** so others can see and hear you in the meeting.



3. Enter your name



4. Click join now