Hello,

Thank you for registering to attend (INSERT NAME OF EVENT) online event on (INSERT TIME AND DATE). This reminder will provide you with instructions as to how to prepare and join the session.

If you are no longer able to attend this event please do respond to this email letting us know.

**EVENT INFORMATION**

*(insert event synopsis, list speaker/panel name(s)/job title)*

The details are as follows:

|  |  |
| --- | --- |
| **Title**: |  |
| **Date**: |  |
| **Time**:  | (Including breakdown of programme) |
| **Venue**: | Online event via Zoom |

**JOINING INSTRUCTIONS**

**AHEAD OF THE EVENT**

The email address you supplied when you registered will be used to invite you to the online event.

Internal to the University

It is essential that you log into your Zoom account **FIRST** and then click this link to join the session or input the meeting ID and password.

External to the University

If you are external to the University you can join zoom meetings without having a Zoom account using the link provided below. We do recommend that if you have an authenticated Zoom account that you log into this first, inputting the meeting ID and password for the best connection.

If you would like to set up a free Zoom authenticated account:

1. Click this link: <https://zoom.us/signup> and sign up using your Personal Email, Google Mail Account or Facebook Account.
2. Input your date of birth and click continue.
3. Once set up you will receive an email to activate your account. This will activate your Free Zoom account and you will be requested to provide some additional details

**JOINING THE EVENT**

**Zoom Link:**

**Zoom meeting ID:**

**Zoom meeting password:**

**Please join the session at least 5 minutes prior to the advertised start time and ensure your video is turned on, but your sound is muted.**

*Please note this online event will be live and recorded (you were asked if you consent to this when registering).*

If you have issues accessing the event please email: (xxxxxx@exeter.ac.uk)

**ACCESSIBILITY**

If you have any accessibility requirements we should be aware in advance of the session and have not already notified us, please do so by return email.

**QUESTIONS FOR THE SPEAKERS**

*If it is a speaker event with formal Q&A:*

Questions for the speakers can be submitted prior to the event by emailing: (insert email address) or during the event via the chat\* window.

\*The chat window can be accessed when you have joined the online event. You will see an options bar appear at the bottom centre of your screen and you need to click the ‘chat’ tab within this, this will display a live chat window for you to input your question. Please ONLY use this live chat conversation to submit questions, be aware this is a public chat stream and can be viewed by all participants.

*If the event is small and has the opportunity for discussion:*

We hope to have an opportunity for Q&A and discussion at the end of the session. We ask that whilst the speakers are talking you stay muted. Should you have any questions, you can submit these via the chat\* window.

When submitting a question please submit with the following information:

**Your name:**

**The name of the speaker that your question is aimed at:**

**Your question:**

Please note we cannot guarantee that every question asked will be posed to the panel.

Best wishes