Hello,

Thank you for registering to attend (INSERT NAME OF EVENT) online webinar event on (INSERT TIME AND DATE).

The details are as follows:

|  |  |
| --- | --- |
| Title: |  |
| Date: |  |
| Time:  | (Including breakdown of programme) |
| Venue: | Online webinar via Microsoft Teams |

**MICROSOFT TEAMS JOINING INSTRUCTIONS**

The email address you supplied when you registered will be used to invite you to the webinar. The request to join the webinar will appear as a calendar invitation by (Insert date and time deadline). To join the event:

1. Select **Join Microsoft Teams Meeting** within the content of your meeting invite on your calendar
2. You will be asked to choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.
3. If you don’t have a Teams account, you may have the option to enter your name to join the meeting as a guest.
4. Please ensure your video is turned off and your sound muted when you join the event.

**IMPORTANT: We have been advised that if you plan to join via mobile phone or tablet, it is best to download the Microsoft Teams app to your device prior to opening the link to join the event.**

**If you have not received this calendar invitation you can also access the event via this link: (insert link)**

If you have issues accessing the event or have not received the calendar request please email: (insert email address)

**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 SPEAKER**

Given that this is a live webinar and produced virtually, the ability to conduct a traditional audience Q&A is not possible. Therefore we ask that you submit questions either prior to the event by emailing: (insert email address) or when at the event via the chat\* window.

\*The chat window can be accessed when you have joined the webinar. You will see an options bar appear at the bottom centre of your screen and you need to click the speech bubble within this, this will display a live chat window to the right of the application showing the screens of the presenters. 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.

When submitting a question via either format please submit with the following information:

Your name:

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

Your question:

Our chair and compere (insert name) will have a compiled list of questions submitted in order to ask to the panel. Please note we cannot guarantee that every question asked will be posed to the panel.

Best Wishes