**Remote teaching (Zoom) Etiquette for the Portsmouth and Isle of Wight GP Training Day Release Course**

To help ensure the smooth running of the education sessions provided, please follow the guidance below:

Prior to the session:

* Use a laptop that is plugged in to the mains. (Zoom is a very power-hungry app. It is possible to use your phone instead but you will still need to plug it in in order to have enough battery to last the teaching session.)
* Download the most up-to-date version of Zoom. (Unlike many apps, Zoom does not auto-update. Without the correct version some features do not work properly. To download the most up-to-date version by go to zoom.us; click “Resources” (top right corner); then click “Download Zoom Client”)
* Ensure you allow enough time to log on to start the session punctually, as you would a clinic.
* If you have any problems with internet connection speed, please arrange to log on from your surgery/hospital environment to prevent being disconnected.
* Ensure you send your apologies to Dee Blakey if you are unable to attend the session due to annual leave etc. Attendance is recorded. It is a requirement to attend at least 70% of training throughout the year. Attendance is mandatory unless you have pre-booked leave/clinical commitment in the secondary care setting that not compatible with attendance.

When logged on to the teaching session:

* Please ensure your screen name is the name you use in the clinical setting. Please include your surname (which we need for the attendance register). You can do this by clicking the three dots which appear if you hover over your picture / your name on Zoom.
* Please keep your video running throughout the session so that everyone can see everyone else (NB This is different for Zoom compared to MS Teams)
* Please keep your microphone muted during the large group sessions, but activate it again in the small groups
* The Facilitator of the session will share if they would like you to use the hand up function, or chat to ask any questions
* We expect you to behave professionally as if you are attending a teaching session face to face. This includes giving the speaker your full attention, please do not engage in other activities whilst listening. Consider your home environment and what you are wearing – dress for the job you have, ensure you have protected time and respect the speakers as you would when attending a lecture.
* Education delivered remotely has unique challenges in maintaining attention and energy. If sessions are shorter than timetabled please use the remaining time to engage in appropriate educational activity, such as reflecting on the session on your ePortfolio or reading around the subject.