

Guidance for participants on joining LTA New Year Lecture online



The Learning and Teaching Academy are looking forward to welcoming you to our Inspiring Learning New Year Lecture.

How to join

Click on the 'Join the online meeting' link below to access the livestreamed lecture:

[Join LTA New Year Lecture Online](#)

Follow the instructions to open Teams and to 'join meeting' (detailed instructions are provided below if needed).

Please keep your microphone muted throughout the session, however, we welcome comment and discussion throughout the lecture and at the end of the session.

Please put any questions / comments you would like directly addressed Sheila in the chat box and we will try to get as many as possible discussed.

When to join

The lecture is 7-8am GMT, 11am-12noon Dubai, 3-4pm Malaysia.

Access to the room will be available from 6-8.30am GMT / 10am-12.30pm Dubai time / 2-4.30pm Malaysia time. The meeting conversation will be staffed during these times. Outside of these times please email LTAcademy@hw.ac.uk with any queries.

The session will be recorded, and the recording made public after the session.

Technical issues

If there are technical issues, we will do our best to resolve these, however we will not delay or stop the lecture.

If technical issues mean that you cannot use the chat function then please email any comments or questions r.mcilwhan@hw.ac.uk. We will ensure that a mix of questions are taken, any which are not answered during the session will be followed-up on the Learning and Teaching Academy blog.

If your link to the session drops during the session, please repeat the joining process. If this issue persists, please let us know at r.mcilwhan@hw.ac.uk. It is unlikely that we will be able to resolve it during the session, but we will try.

Detailed guidance

Click on the 'Join LTA New Year Lecture Online' link below to access the livestreamed lecture:

[Join LTA New Year Lecture Online](#)

This will take you to the Teams page (fig. 1.) where it will ask if you want to open Teams.

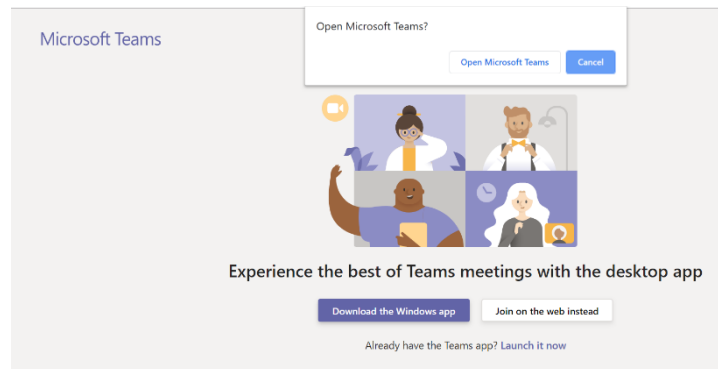


Figure 1 Open Teams

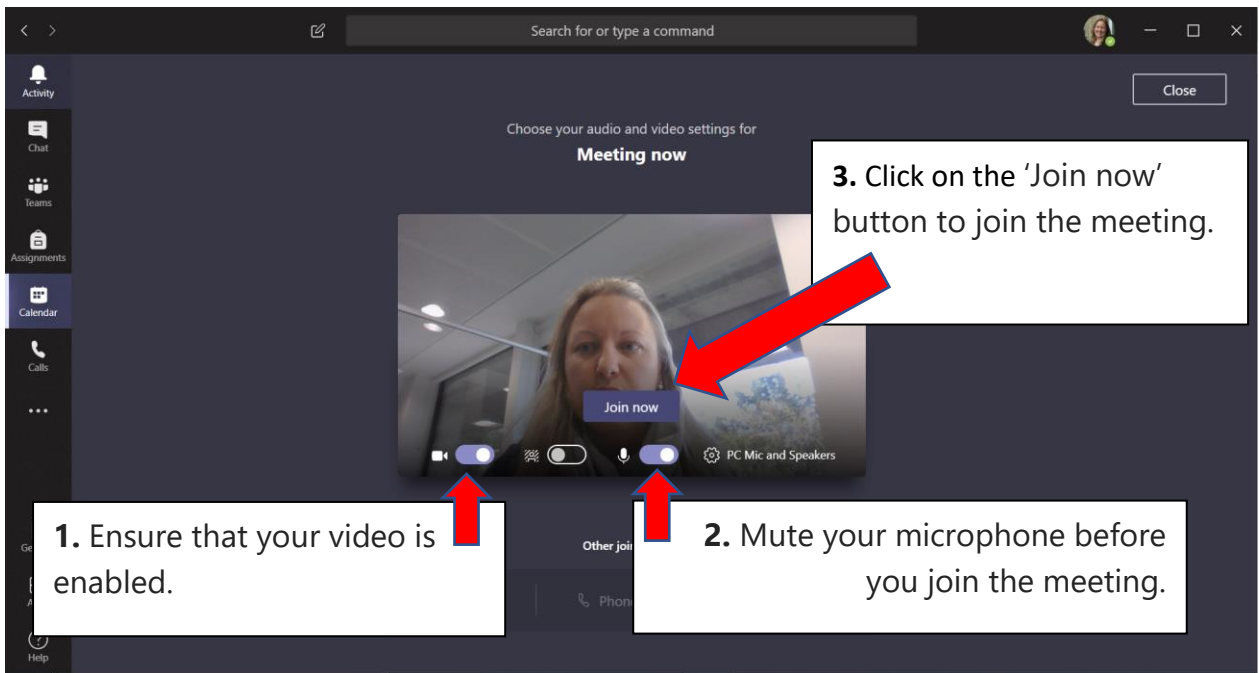
Note: It may ask you if you would like to join via the web. You can also do this but there may be a slight delay as it will put you in the meeting lobby first pending an LTA team member admitting you to the meeting. Using the app means that you don't have to wait.

Clicking on 'Open Microsoft teams' opens up the Teams app on your computer.

Ensure that your video is enabled.

Ensure that your microphone is muted.

Click on the 'join now' button to join the meeting.



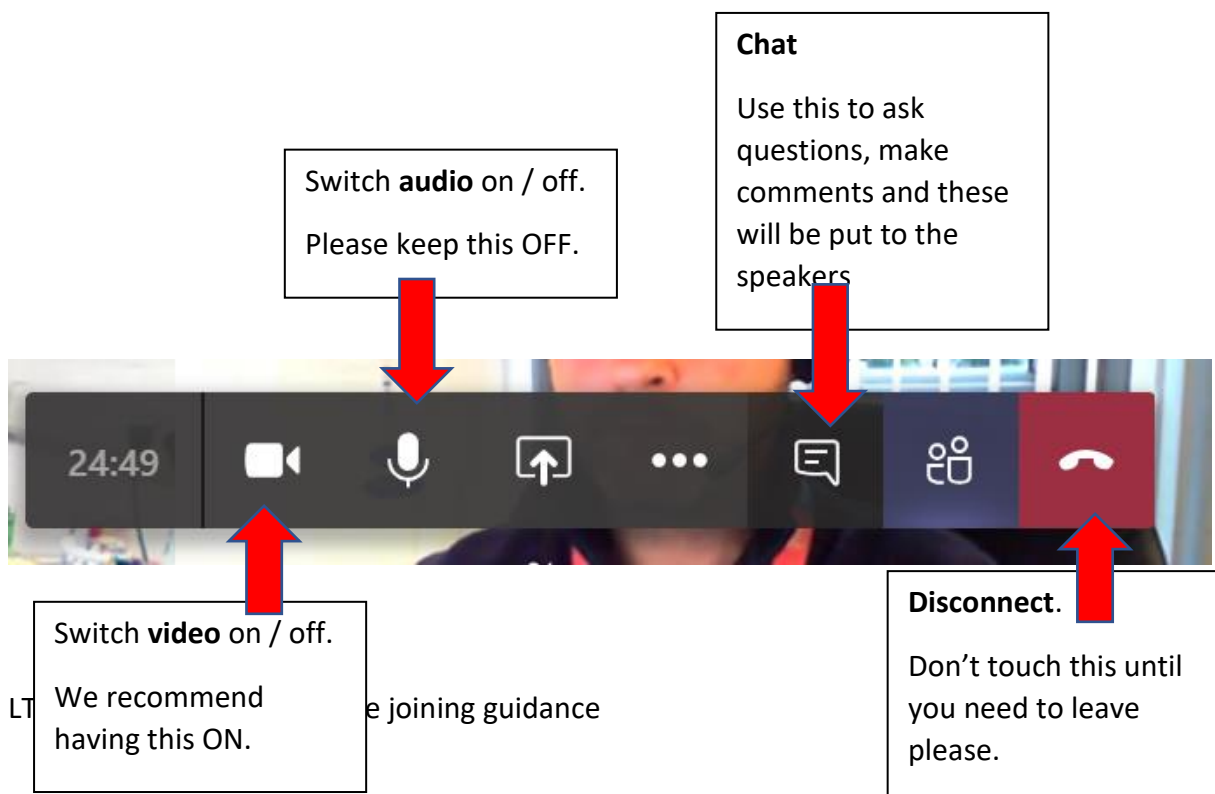
Communicating in the session

In the meeting you can communicate using the tools.

Video - please keep this on so everyone can see who is joining in each location

Microphone - please keep this on mute otherwise it can create feedback which is very distracting for the speakers. All discussion and comments will take place via the chat.

Chat - The chat will be monitored so any questions or comments you put there can be shared with the speakers and the audiences across campus.



During the session you can pin the presentation or the speaker to your screen using the pin function on the right hand side of the thumbnail with the presentation or speaker in it.

Queries

Any queries in advance of the lecture should be emailed to LTAcademy@hw.ac.uk

We look forward to seeing you at the lecture