



# TRAINING INITIATIVES FOR NEUROLOGY ADVOCATES

## PARTICIPANT PRE-MEETING INSTRUCTIONS CHECKLIST

### Information to provide

- Virtual Meeting Platform details
- Emergency contact details should participants have any difficulties joining
- Outline agenda with approximate timings

### Instructions to provide

- **Please call in from a PC or MAC.** I pads, tablets, Iphone or Androids do not offer the same access to most platforms.
- **Make sure you have a stable internet connection.** The current pressure on the internet can impact quality and stability. Therefore, you would ideally reinforce the internet with an ethernet cable
- **If you can, connect through a headset with a microphone,** ideally with noise-cancelling function
- **Dial in 5-10 minutes before the session starts,** make sure the connection works and test the video and audio. *The technician will already be there to help you (if applicable)*
- **If using ZOOM, download ZOOM when opening the link** (if not already done). You will be offered to work via internet browser as an alternative, but it works less well
- **If there is a good reason to record your virtual session:** We are planning on recording the session do let us know if you have any questions concerning this.
- **And one last, important request:** the workshop will live through your participation. There, we would appreciate if you could **leave the camera on during the whole session.** Many thanks for that in advance!

