



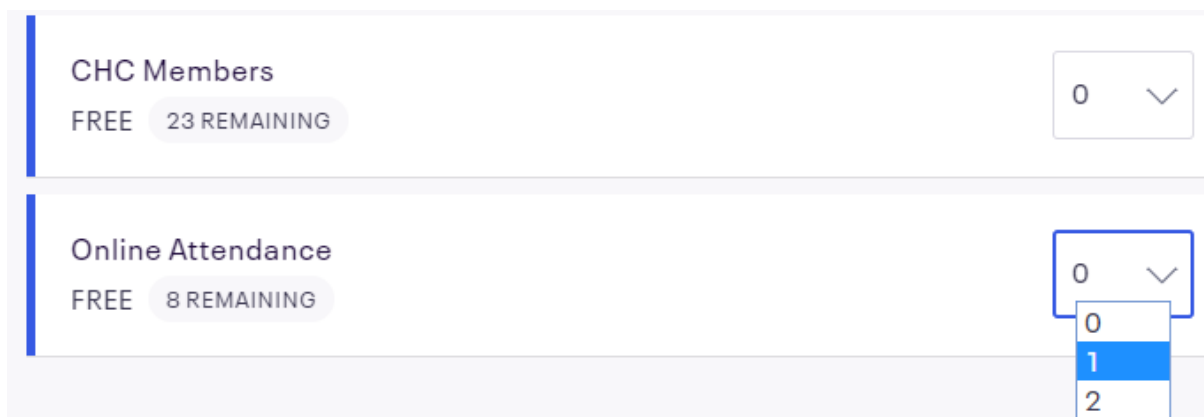
**CHC STRATEGIC DELIVERY GROUP MEETINGS**  
**VIRTUAL ATTENDANCE GUIDE**

As part of our offer to members in 2019/20, we are trialling virtual attendance for our Strategic Delivery Groups where agendas allow.

You've told us that this would be beneficial, because often you can't make the full day or would like the opportunity to dip in and out of sessions.

This crib sheet is a step by step guide to joining the meetings virtually.

**Step 1.** When you receive the first invite to the meeting, typically sent by email between 6 and 4 weeks before the event, you'll need to click on the Eventbrite link and then register selecting the **Online Attendance** ticket type.





**Step 2.** Once registration has closed, you will receive an email with a link to connect to the GoToMeeting, as below:

Wed, Apr 24, 2019 2:30 PM - 4:00 PM BST

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/584142789>

**You can also dial in using your phone.**

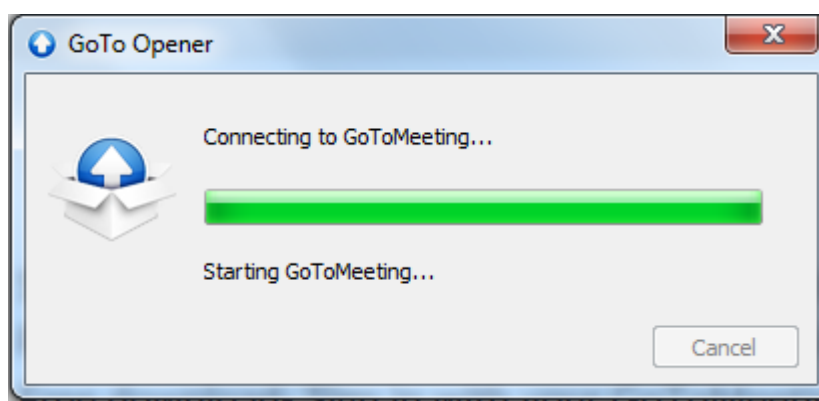
United Kingdom: +44 20 3713 5011

**Access Code: 584-142-789**

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/584142789>

**Note:** If you are connecting to GoToMeeting for the first time, the link will take you to a launcher (GoTo Opener, as seen in the screenshot below) – it will only take a few seconds to install. Next time you connect, the link will activate the same launcher but the process should be much faster.



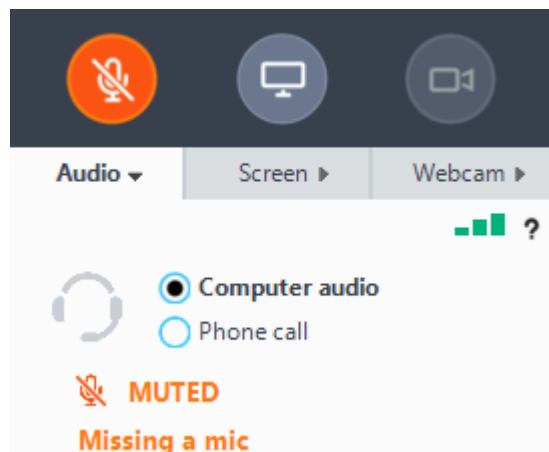
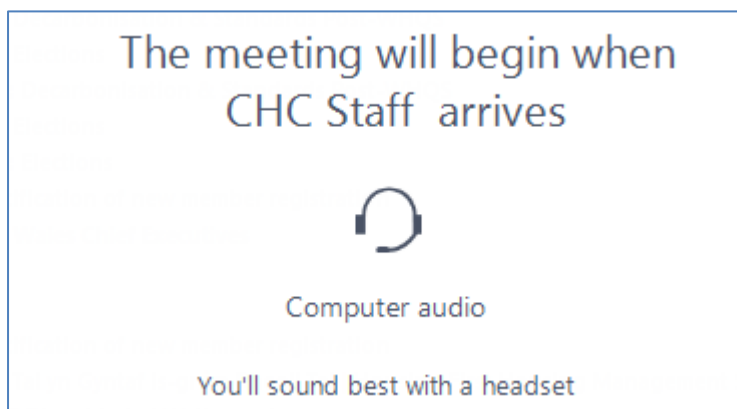


**Step 3.** As you'll have seen in the instructions above, you can also dial into the meeting, **BUT we are recommending that you use earphones and your computer audio to connect.**

Plug your earphones in and wait. The meeting will start once the CHC lead activates it.

If you have any issues, you can dial in to the meeting using the numbers provided in the instructions email.

Typically, the link to the GoToMeeting will be activated 10 minutes before the actual event to allow time for sound checks.

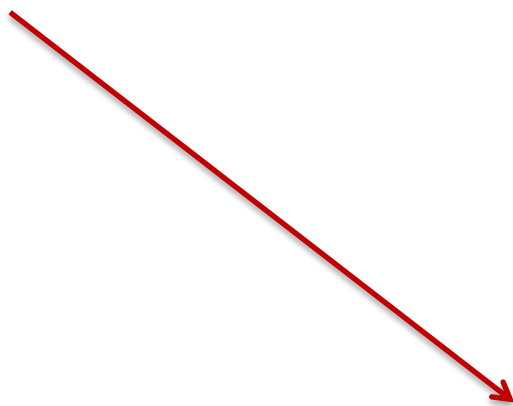




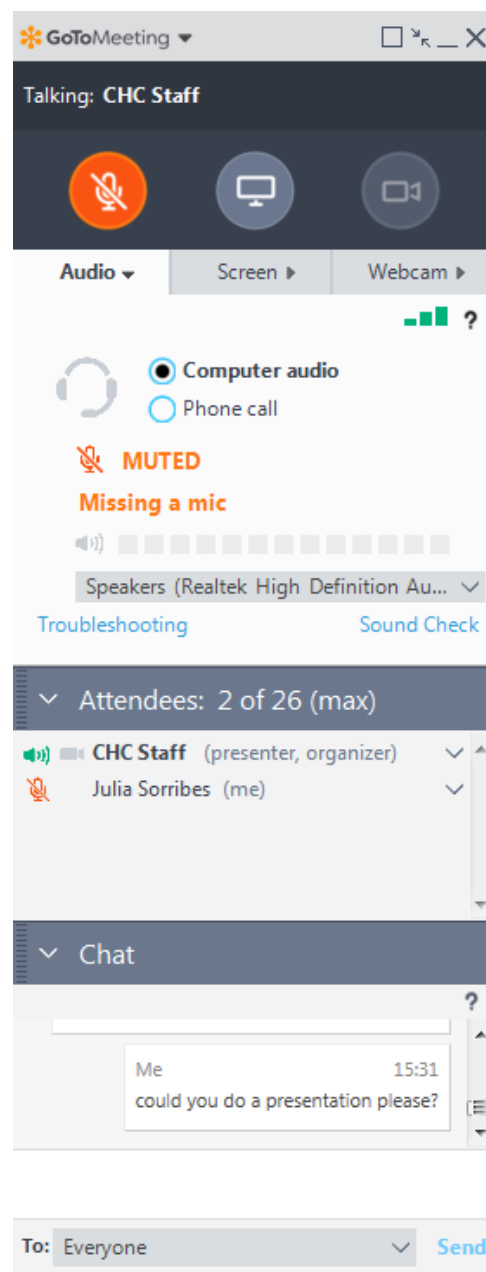
#### **Step 4. Asking questions**

There may be a number of virtual attendees in each meeting. To avoid confusion caused by overlapping voices and background noise, all online participants will be muted.

However, you'll be able to ask questions using the **Chat function**.



The CHC Lead, Chair or Vice Chair of the SDG will monitor the chat and share the questions with the room. They will do their best to address as many questions as possible in the time available.





During the meeting, speakers will share their screen to ensure all virtual attendees can easily follow presentations and any subsequent discussions. You won't need to do anything – clicking on the link and joining the meeting will automatically mean you can see the screen once the presenter shares it.



## Go mobile

You can also join GoToMeeting using your phone (for best results, you'll need to have access to a strong internet connection). The **GoToMeeting app** is **free to download** on [iTunes](#) (iPhones, iPads) and [Google Play](#) (Android devices)

**Have any questions? Get in touch and we'll do our best to help**

Julia Sorribes, Member Services Team

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