

Doctoral College: Researcher Development Programme

Professional Etiquette and Webinar Guidance

Information: After registering, you will receive a confirmation email via Eventbrite (the online booking system) which you can refer to if you need to cancel or change your booking. Your link to join a webinar using Zoom or MS Teams, will be sent within the confirmation email and reminders. Please ensure you have the appropriate software downloaded ahead of the session.

Arriving late: Unless pre-arranged, arriving late is not permitted and non-attendance will be recorded. This is especially important for webinars as the facilitator may not be monitoring the virtual waiting room.

Non-attendance: If you have booked onto a session and can no longer attend or have changed your mind, please cancel your booking on Eventbrite, before the session. Many sessions have waiting lists and another PGR may be able to take your space.

Preparations: It is important you register for sessions using your BU email and double-check the spelling. If you use a personal email, important updates and materials may go to your junk mail and be missed. Details on how to access the webinar and any additional pre-work will be sent in your confirmation email and reminders via Eventbrite.

Where possible, find a place where distractions or interruptions will be minimal, be mindful of your background and your on-screen name, and make sure your device has a power supply or sufficient battery to last the session.

During the webinar: Using your camera is at your discretion. It is best if your audio is muted and the session facilitator will share their preferred method for questions and discussions. Unless essential, please refrain from browsing the internet and your emails.

After the webinar: Attendance is recorded and where provided session slides and associated materials will be sent to attendees. We will also ask for feedback via Eventbrite. If you have registered, you will receive this request, so if you can no longer attend please cancel your booking.

Questions

If you have any queries, we are happy to help, please get in touch with the researcher development team:

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