



**Faculty of Forensic
& Legal Medicine**
of the Royal College of Physicians

Faculty of Forensic & Legal Medicine

Adult Safeguarding Day

Guidance for Attendees

What platform will you be using?

We will be using Microsoft Teams.

Do I need to download specific software to attend the meeting?

Attending is as straightforward as clicking on a link. You do not need your own Microsoft Teams account to join. You can join through a browser or through the Microsoft Teams app from any desktop, laptop or mobile device.

Do I need specific equipment?

We recommend using a desktop or laptop computer, preferably with a wired internet connection. Wireless and mobile connections may have audio/picture delays and interference which can cause loss of sound/picture quality.

When will I receive the joining instructions for the meeting?

The week before the event, you will receive a joining link from the FFLM Office.

If you have not received this information please email forensic.medicine@fflm.ac.uk.

What if I experience technical issues on the day?

Here are a few things you can do to help if you are experiencing technical issues:

- Turn off your camera to reduce bandwidth
- Ask people who share your connection to limit bandwidth heavy activities such as streaming video
- Pause syncing with the cloud and updating software for the duration of the event
- Mobile hot-spotting: A strong signal via a hotspot may provide an alternative stable connection. Please note that this option may incur data charges depending on your data plan
- Sound interference/echo when unmuted may be helped by plugging in headphones with a microphone.

Can I ask questions during the presentations?

Please turn your microphone and video off on joining the meeting to maximise bandwidth and minimize interruption.

After each speaker's presentation, there will be a question and answer session. As an attendee, you can ask questions via the chat box. You can ask these questions at any time. The chair will monitor the chat box throughout the sessions and will field these questions to the speakers.

Lunch and coffee breaks

Please do not log off – leave your computer running.

We will start and stop on time throughout.

Will the sessions be recorded and available to view after the event?

Yes, where we have permission from the speaker, the content will be available for a year after the event. Details on how to access the material will be circulated after the event.

How do I receive my certificate of attendance?

A feedback survey will be circulated to all attendees after the event. Upon receipt of the completed feedback form, your certificate of attendance will be emailed to you.

If you have any other questions, please contact forensic.medicine@fflm.ac.uk.