

Ground Rules for CMH GP VTS Teaching via



1. Teaching starts at 14:00 GMT (BST in the summer) so please log in on time
2. Please make sure your microphone is always muted, unless you're speaking to the group
3. We want to simulate in-person meetings as much as possible and have interactive discussions so please make sure your video is turned on so we can all see each other
4. Since we're promoting video, here are a few more tips
 - a. make sure you have a suitable background. Take some time today to identify a good space/room that you can reliably use. Remember, the best backdrop is a blank wall.
 - b. avoid having the camera in line with a door
 - c. make sure no patient identifiable information is in view
 - d. definitely make sure no personal secrets are on display
5. We will be taking attendance so please sign in with your full name. Once signed in you can change your name by clicking on the three dots in the right upper corner of your thumbnail.
6. We'll be utilising breakout rooms for our tutor groups so immediately after session 3 the meeting host will sort you all into your various groups. You will see an invitation to join a breakout room pop up on your screen. Please click 'accept'. To facilitate the process please add the following place holders in front of your name:
 - a. (Mo) for Dr Monique Aurora
 - b. (Ma) for Dr Manish Prasad
 - c. (Ja) Dr Jamil Rahman

The first task for the groups will be to come up with an interesting name for themselves such as Monique's Mavericks or Jamil's Stars or Manish's Mascots. Moving forward this will be your zoom 'title' before your full name.

If you're sorted into the wrong room, reject the invitation and send a private message to the host to reassign you.