



# ISU Virtual Workshop Requirements

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## Introduction

The Innovation Support Unit (ISU) in the department of Family Practice at UBC is looking forward to your participation in our upcoming virtual workshop. We use zoom to support interactive virtual workshops. To ensure that you are able to fully engage, please review the following virtual workshop requirements.

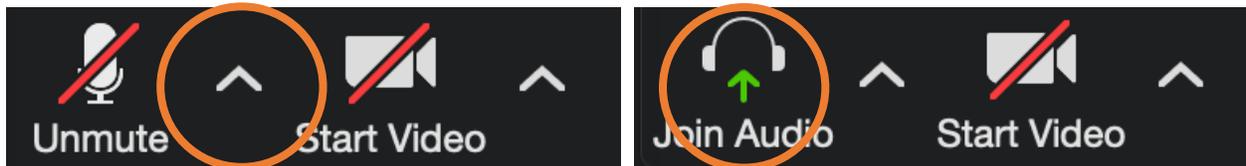
1. If you will be joining through a tablet or smartphone please download the zoom app. If you will be logging in through a laptop you can login directly through the meeting link that is provided. (If you are logging in from a Health Authority office, please login directly through the meeting link provided in the calendar invite)
2. As this is a virtual session, it is easiest if everyone is virtual and on their own computer or device. Please login through your own screen if possible. As we will often screenshare as part of these sessions, the bigger the screen the easier it will be to see. (smartphones work but aren't ideal)
3. Please use headphones with a microphone if you can. If you do not have access to headphones please keep yourself muted to minimize feedback and echo (unless you are speaking of course!)
4. If you have problems connecting to audio you can call: 1-778-907-2071 and use the meeting ID and password from your calendar invite. If you do call in for audio please try to also login via a screen so that you can see the workshop, and link your audio and video (following the steps outlined below).
5. Please plan on having your camera turned on! (If this isn't possible, that's ok too, but we find having cameras on really helps to create an interactive workshop space.)



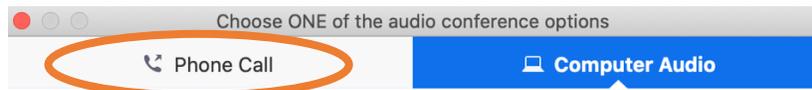
## Zoom Instructions How to Join by Phone

If you are unable to join Zoom audio using your computer, you can call in and link your phone number to your Zoom Participant ID. Follow these instructions once you join a Zoom meeting:

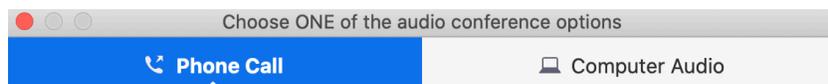
On the bottom left corner of the Zoom meeting window, click on the arrow next to the Microphone (or the Headphones icon, depending on your Setup):



If you cannot join the meeting by computer audio, select the Phone Call Option on the top left corner of the popup:



Make sure Canadian phone number option is selected. Dial in on your phone using the phone number provided. When prompted, enter the meeting ID and your Participant ID from the popup (these will be unique to the meeting and visible to you when you go through this process):



 Dial: +1 647 558 0588  
Meeting ID:  
Participant ID: