

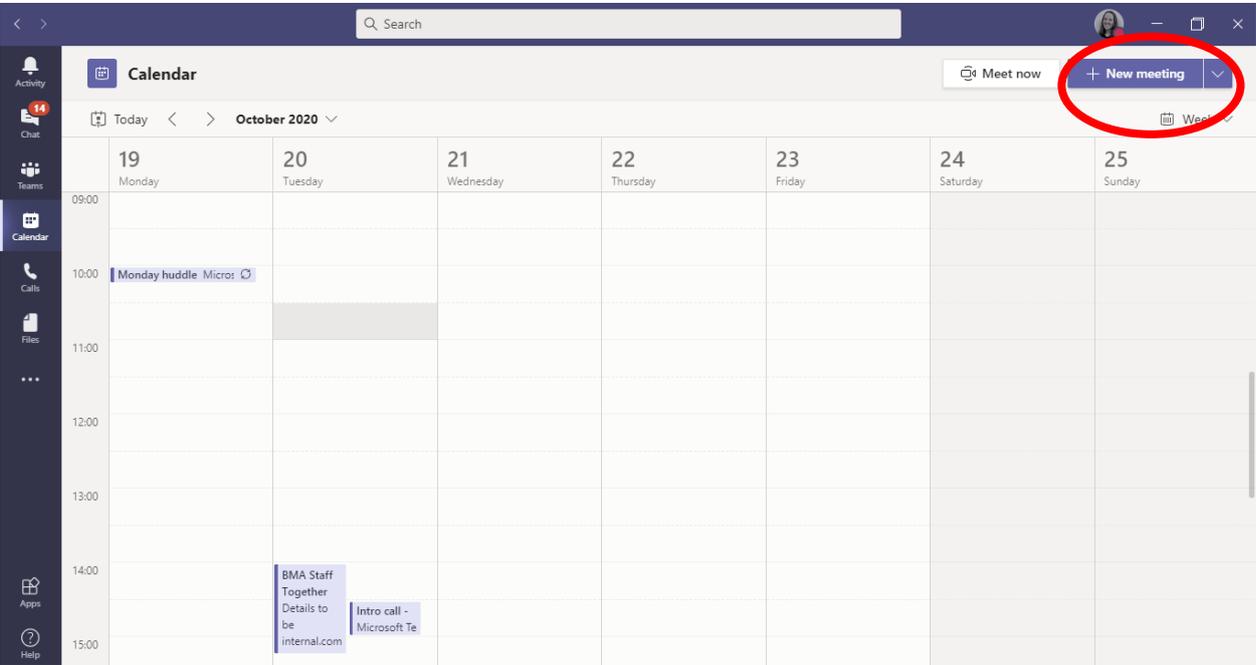
Virtual division meetings

While it has been the case that divisions have met face to face the new situation we are living in demands us to find other ways to meet. While there are downsides to meeting virtually and networking can be more difficult, virtual meetings are also an excellent opportunity to be more inclusive, reactive and cost effective.

We want to help make running a division as easy as possible and have provided some guidelines for running a virtual meeting. In this example we will use Microsoft teams (which is the platform that the BMA and NHS currently use) – in order to host a meeting on Microsoft Teams you will need to have an account but all other members of the meeting will not need an account and can just click on the link which will open the meeting in their browser. Other platforms are available to use but please note that the BMA recommends Microsoft Teams.

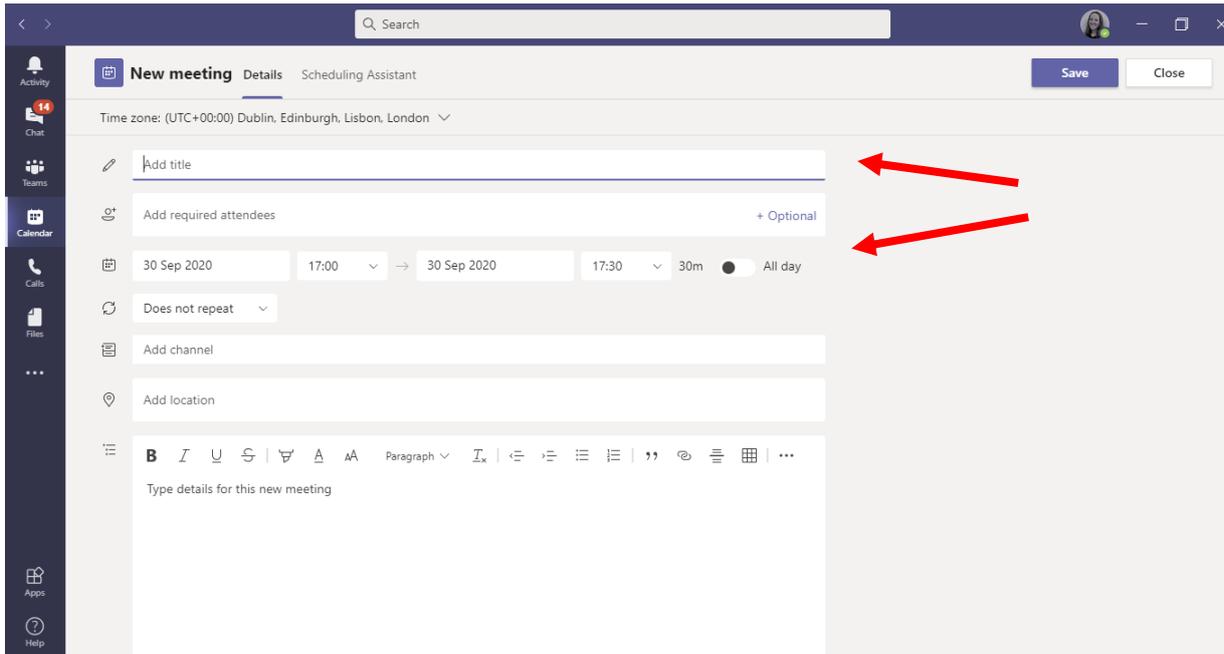
Setting up a Microsoft Teams meeting:

Go into you Microsoft Teams calendar and Click on the + New meeting button.



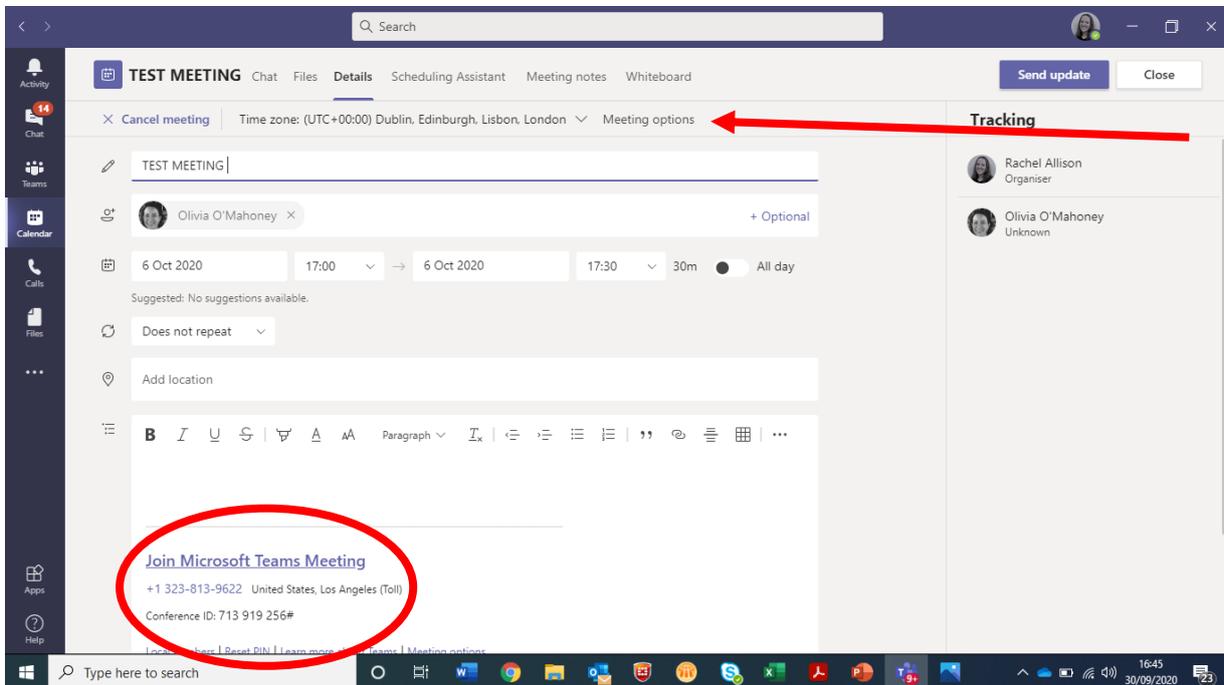
You will be presented with this screen, where you can enter your meeting title, date, time and a message. In order for a link to be produced you will need to add another email address to the attendees, a personal one for example, or another member of your exec team. Then click save.





(For GDPR reasons, please do not add all your division members to the invite as anyone added to the event invite can see other attendees email addresses.)

After you have clicked save, double click on the event you have just created and it should look like this screenshot below:

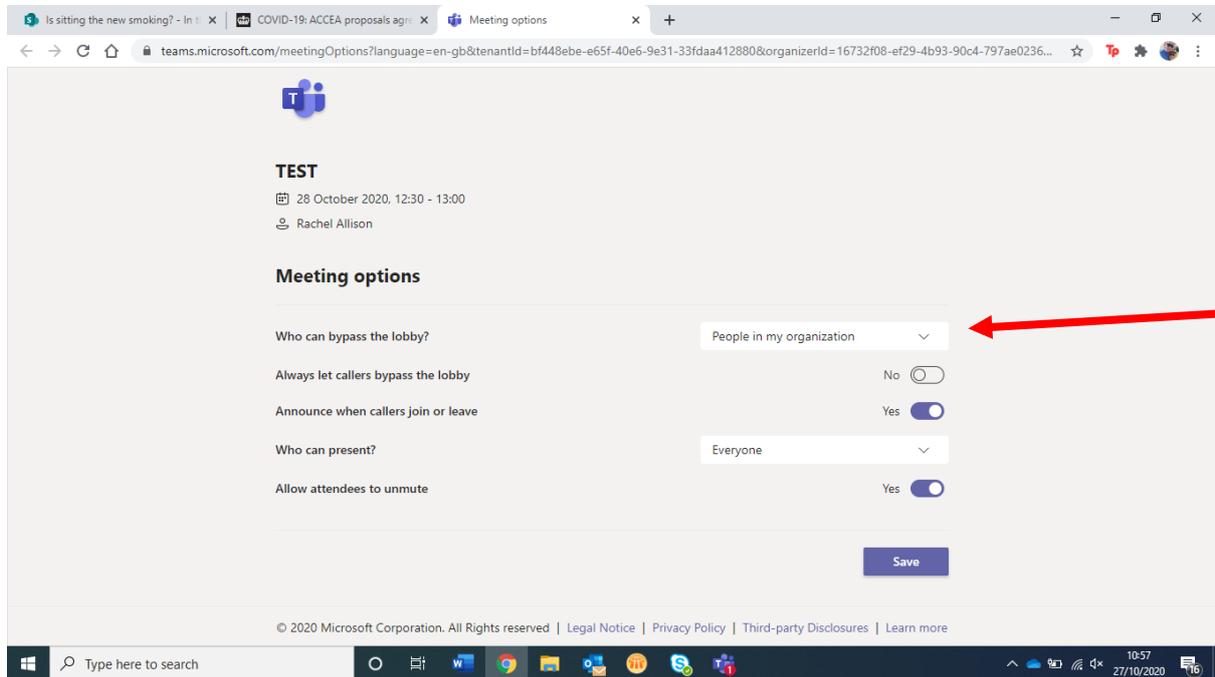


The link can be found in the text box at the bottom of the screen. You can copy and paste this link and the phone numbers below and add it to the email being sent to division members.



To make sure your meeting is secure you will need to set up the lobby correctly. To go to the lobby options click on meeting options at the centre of the screen (indicated by the arrow above).

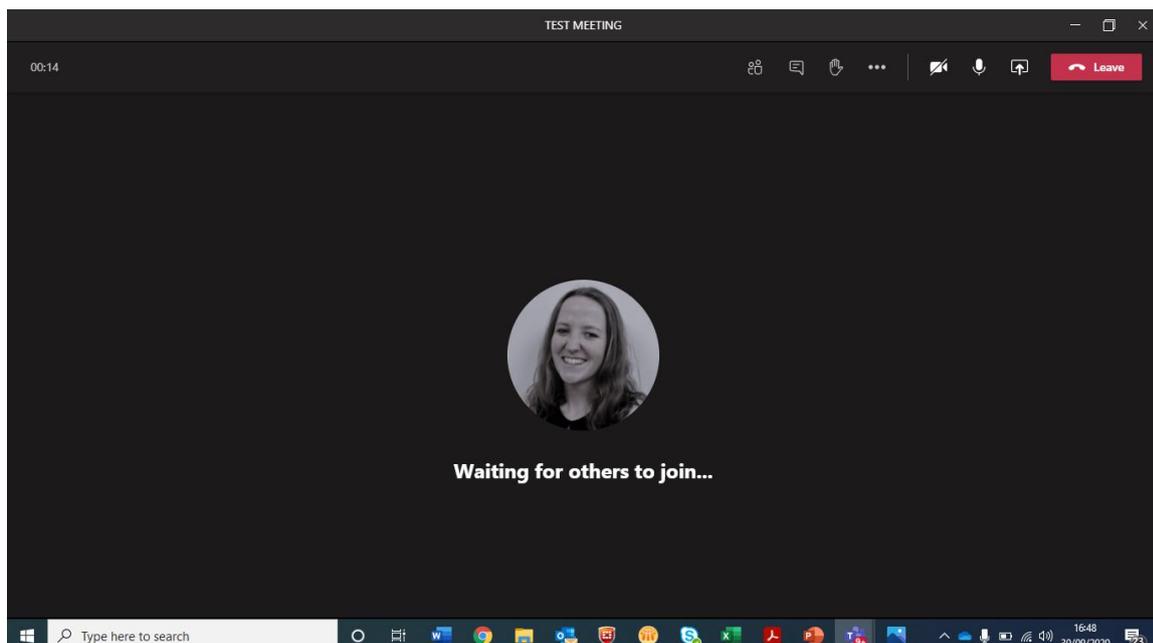
This will take you to this webpage:



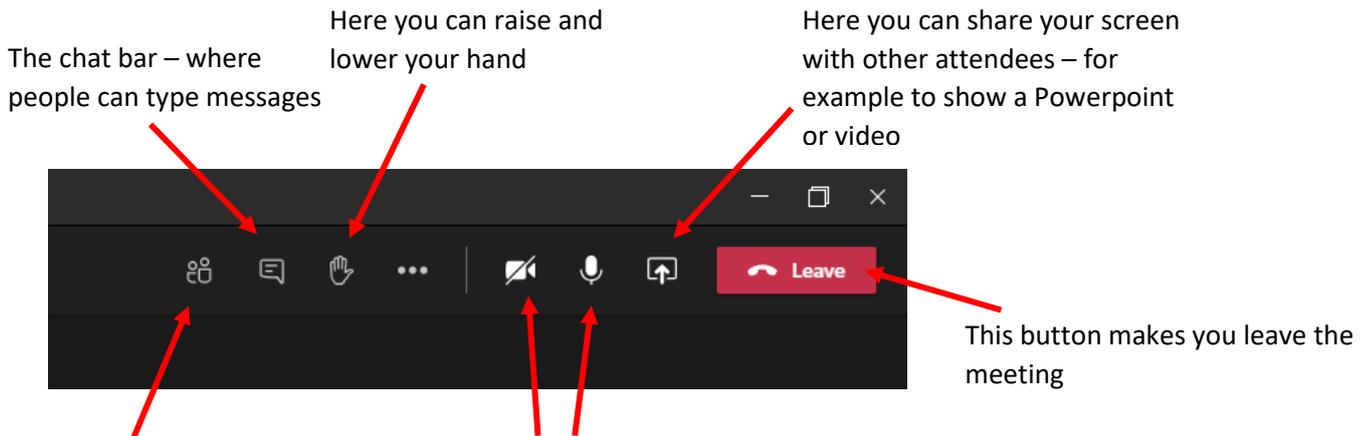
To make sure no one can bypass the lobby click the drop down and click on 'only me'. This means that when people click on the link they will go into the lobby and you will need to admit them (information on how to do this can be found below).

In the meeting:

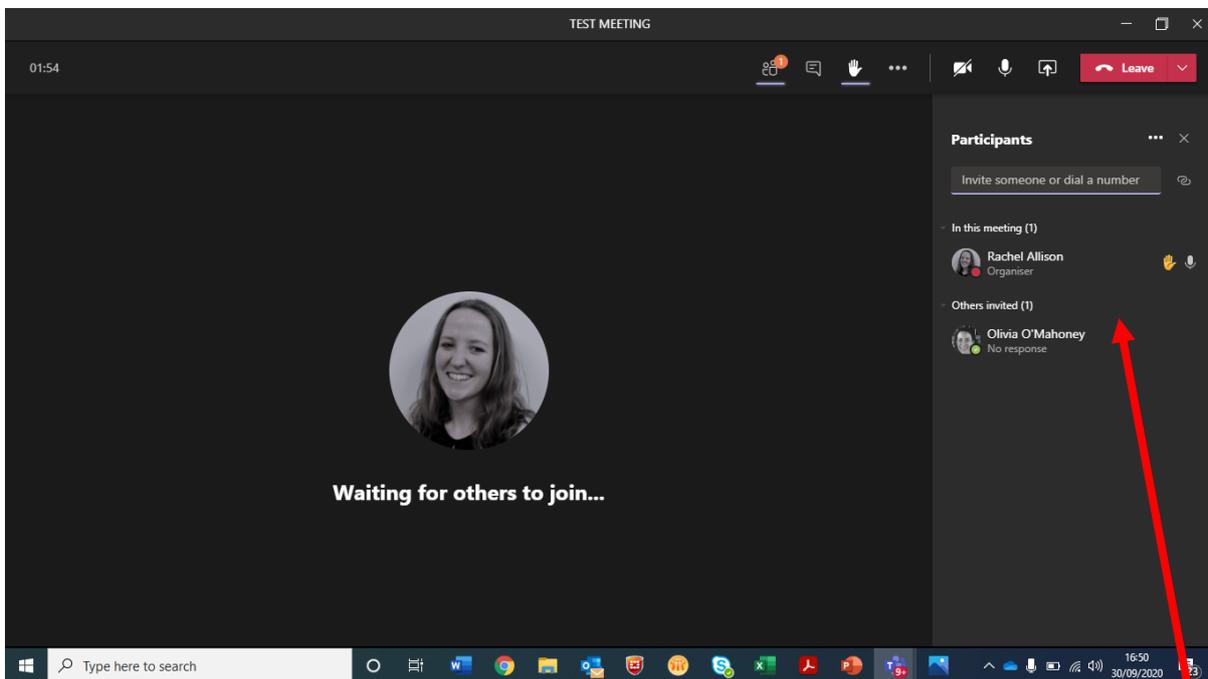
To enter the meeting you will just need to click on the link in the event invite and then you will go into the meeting which will look like this. (If using an iPad the bar at the top of the screen may appear at the bottom).



This bar will help you navigate your way through the meeting:



Below is a picture of what you will see if you click on the participants tab:



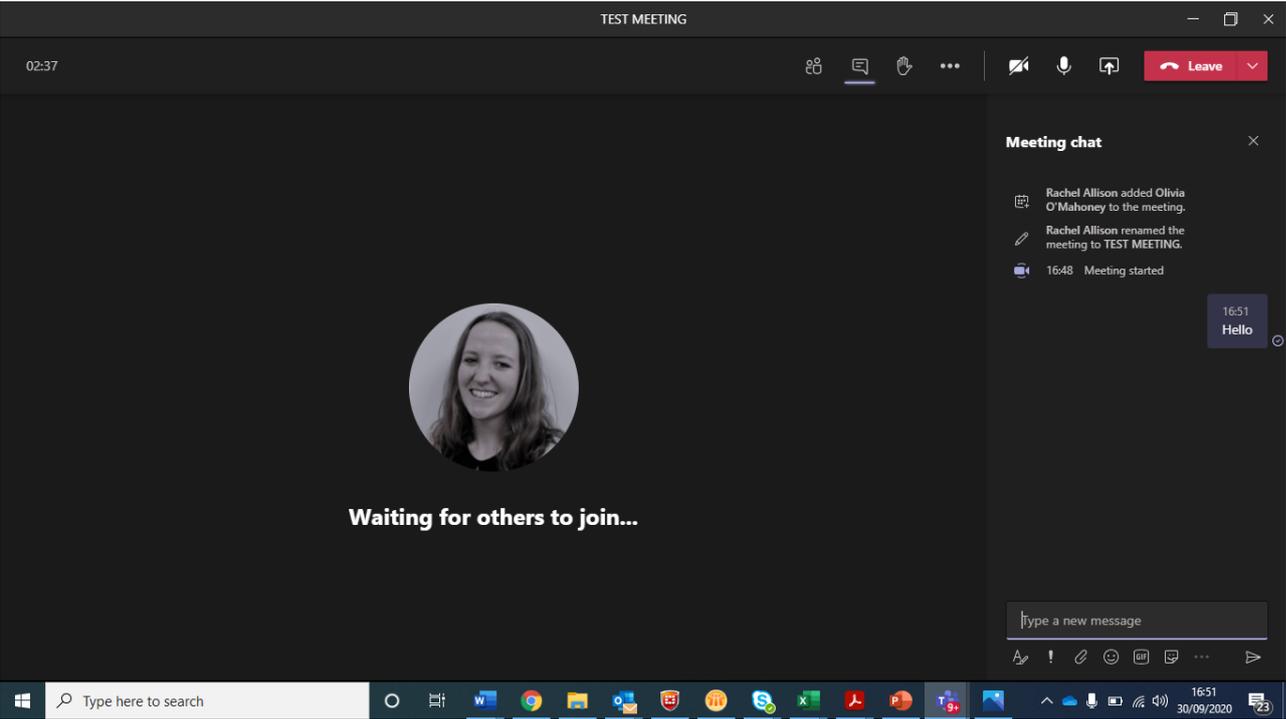
This is also where you will be able to see those in the lobby.

You will be able to click on those in the lobby and choose to admit or reject them.

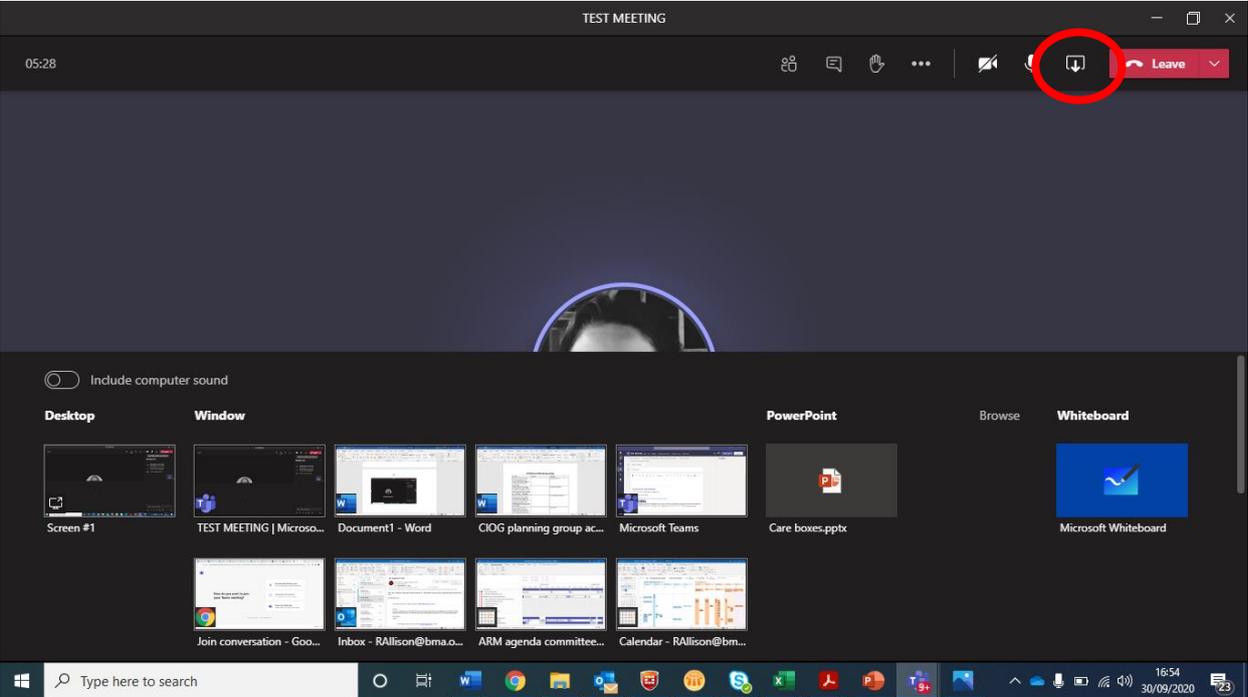
Here you can see the attendees and whether they have their hand raised.



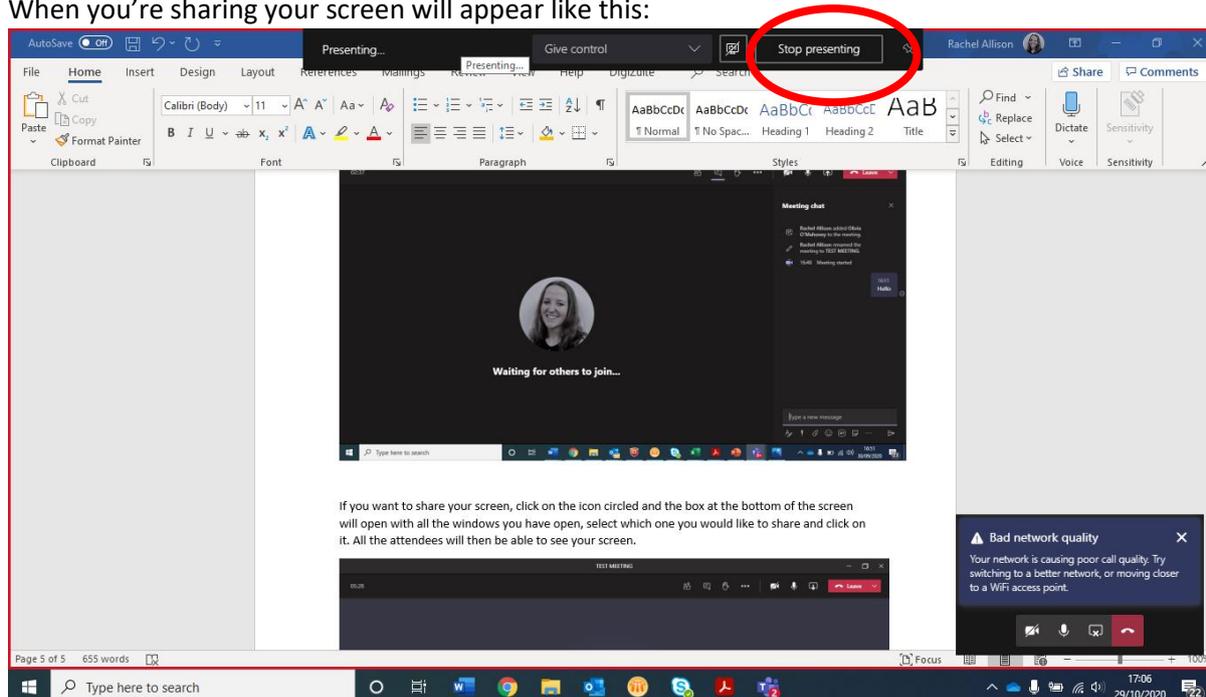
Here you can see how the screen looks with the chat open:



If you want to share your screen, click on the icon circled and the box at the bottom of the screen will open with all the windows you have open, select which one you would like to share and click on it. All the attendees will then be able to see your screen.



When you're sharing your screen will appear like this:



The red line around the screen shows what you are sharing, to stop sharing your screen click on the stop presenting button at the top of your screen.

We advise the following for running a meeting on Microsoft teams:

- 1) Ask all the participants to turn their microphones off when they aren't speaking.
- 2) If someone would like to speak, ask them to type RTS in the chat bar and then when you are ready, invite them to unmute themselves and speak.
- 3) If you are taking a vote you can use the raise hand function – ask the participant to click the raise hand button and then go to participants and you can count the votes (the hand will also appear on their video stream but is easier to count on the participants list).

