

**Bradford district and Craven
Integrated Care Partnership Engagement Event
Friday 19 March 2021**

ACCESSING THE VIRTUAL EVENT: PARTICIPANT INFORMATION & INSTRUCTIONS

Accessing the event

- Please use the following log in details to access the 'by invitation' events page via the One Workforce Hub website.
Webpage: <https://oneworkforce.org/live-events/>
Password: **ICPengage** (this is case sensitive)
- You can access the event through any device or computer, and via any web browser.
- Please access the site in advance. You can check your audio and visual set up to get the best experience. Having logged in once, you don't need to re-enter the password on subsequent visits to the site – please accept any cookies in any browser prompts.
- Support with accessing the event pages is available 09:00–17:30 Mon-Fri, and from 08:00 on 19th March.
Email: icpengagement@glasgows.co.uk
Telephone: 01772 767786

Event space – resources and live screen

Once on the event page familiarise yourself with the information available by scrolling down the screen. There is a suite of resources about the event, including the programme, contributor biographies, background reading (to follow) and a social media board. In advance of and during the event please use **#ICPengage** - you will see your tweets appear at the bottom of the events page.

When you are ready you can return to the banner at the top of the page and follow the instructions to access the live event space. A new window will open which will ask you to enter a name and email address. This will allow you to interact with the event through a chat function. Again, accept any cookie requests.

You will now see the live event screen and the chat box - you can return to the event page at any time.

Your comments and questions

Throughout the event you will be invited by our host to contribute your comments and questions in the chat box. These will be shared with the host so that he can pose your questions to the panel at the relevant time to respond.

Topical group conversations

In advance of the event you will have chosen or been allocated to a breakout group conversation. These will be hosted by Zoom.

- At the allocated time you will be guided to click on the zoom link (available on the events web page)
- Please ensure that as part of accessing the zoom session that you input your full proper name (as opposed to a nickname) to ensure events admin give you access to the right group conversation, and help with facilitation.
- Once in the zoom session you will automatically be taken to the relevant breakout room – please allow a few minutes for this take place.
- You will be received by your facilitator in your breakout room.
- At the close of your conversation your facilitator will remind you to return to the live screen to re-join the main event, and the zoom session will be closed.

If you are unfamiliar with zoom, we recommend you look through the following short tutorials - <https://explore.zoom.us/resources> . Zoom can be accessed through your web browser or downloaded from Google Play or the istore.