

Training courses

INFORMATION FOR PARTICIPANTS

You will join this training course using Zoom. You will be joined on the Zoom call by other attendees and the lecturers, along with the course leader. The Zoom call will be live streamed to other participants who will not be on the Zoom call with you.

Whether you are familiar with this platform or not, this short guide will help you get set up in advance and get the most out of the course, whilst also minimising delays.

What to do if you have not used Zoom before

- Download “Zoom Client for Meetings” here - <https://zoom.us/download>

Please use a laptop or desktop PC (with webcam and microphone installed). If this is not possible, you can download the app on iPads and other tablets.

- Join the Zoom test meeting here - <http://zoom.us/test>

Follow the instructions to test your video and audio (if your browser prompts you to open Zoom, please click “Allow”). Best results are achieved with a wired headset microphone if you have one. Please do not use a Bluetooth/wireless headset.

Location, location, location!

Please find a suitable location for your participation. Whether at home or in an office please consider the following:

- If you have a good quality wired headset mic then please use this
- Don't set up in front of a window as the light behind you will put you in silhouette
- Find a quiet location - consider background noise from family and pets.
- Use a wired internet connection if you can.
- If using WiFi then make sure you are as close as possible to your router.

What to do when the course starts

1. Use the Zoom link to join (link to follow)
2. Log in early! This will allow us to deal with any last-minute technical issues.
3. Please ensure your video is switched on
4. Please ensure your microphone is muted - We will ask you to unmute your microphone at any appropriate time.
5. We cannot unmute your microphone, you need to do this yourself.

Technical issues or questions during the course?

Please contact Glasgows on:

Tel: +44 1772 767750

Email: ecmwf@glasgows.co.uk