**Global Meet guidelines**

**Web access details:**

<https://rss-uk.globalmeet.com/RSS>

Full details about each meeting, including slides to download, are also available on the RSS website: <http://www.rss.org.uk/journalclub>

**Online support for Global Meet can be found here:**

<https://www.globalmeet.com/support/qa/>

<https://www.globalmeet.com/support/guide/using-globalmeet/globalmeet-web-tools/>

**PROCEDURE**

Click on link and choose “Enter as guest”:<https://rss-uk.globalmeet.com/RSS>

* Enter your name and email address
* Click Join Meeting
* A box will pop up called Connect Audio. Choose the option to Call My Phone (it is usually already selected) and enter your landline phone number. Please do not use a mobile number as it incurs very expensive costs.
* You will receive an automated phone call from Global Meet – answer the phone and follow any instructions.

**QUESTIONS AND FEEDBACK**

* If guests experience technical problems, they should alert us via the **chat box** at the bottom left of the screen
* Guests can ask questions via the Q & A facility and then the Chair can read them out.
* At the end of the event, Guests can provide feedback using the Poll feature. All of the feedback can be saved into a CSV file that can be opened in Excel. It records the name and email address (if provided) of who asked the question.
* Single feedback question: **How was your experience of Journal Club and do you have any suggestions for improvement?**

**RECORDINGS**

* The Host will record the session – it creates a video file that is stored online with the other uploaded files (e.g. slides) in the File Library.

**CALL-IN DETAILS FOR GUESTS**

* Phone number: +44 (0) 20 3481 0123
* Passcode: 476 766 1144
* <https://rss-uk.globalmeet.com/RSS>