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**UoN Learning & Teaching Conference 2020 (Online)**

**Participant Guide**

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|  | **#LTC2020** |

Thank you for registering for the UoN’s Learning & Teaching Conference 2020 (Online). We hope that you enjoy this online conference and that it helps you to develop your teaching and learning practice.

The conference is scheduled to start at 9.15am on 16th June 2020, and will take place in Blackboard Collaborate Ultra. You can click the link below to join the conference. Please open this link in Chrome.

[**Join the Conference**](https://eu.bbcollab.com/guest/074ab92914864a939c334fa5c17e1e9a)

Delegates can begin to arrive from 8:45am to ensure you are all set up and ready to go on time.

**Conference programme**

The session details and speaker information for the day can be viewed from the [Conference Programme](https://www.northampton.ac.uk/ilt/conferences/an-exploration-of-the-universitys-new-vision-to-be-the-worlds-most-socially-innovative-university-learning-and-teaching-conference-2020/).

Delegates can view and download the [Conference Programme in a PDF file](https://www.northampton.ac.uk/ilt/conferences/an-exploration-of-the-universitys-new-vision-to-be-the-worlds-most-socially-innovative-university-learning-and-teaching-conference-2020/).

Delegates can also view a [visual Conference Programme](https://uon1.padlet.org/mariegraham/ltc2020).

**When you join the conference:**

* **Use your full name:**You will be asked to enter your name when you first join the session, please use your full name if you’re a member of staff of UoN. If you’re an external, please also include your institution when joining in.
* **Let people see who you are:** It is also helpful for you to upload a profile image of yourself so that your image can be seen when your video is muted. You can do this by [going into Settings and selecting the icon for a profile picture](https://help.blackboard.com/Collaborate/Ultra/Participant/Get_Started#add-a-profile-picture_OTP-2).

We would be grateful if you could take a few minutes to note the following tips and rules of engagement for the day.

**Recordings**

Please note that all the sessions of the online conference are being recorded.

* Your participation in the event indicates your consent to being included in the recordings.
* Session recordings will be made available on ILT’s website. Following the event, a link will be shared with all registrants.

**Conference posters**

Conference posters will become available to view prior to the conference on this [Padlet](https://uon1.padlet.org/learntech/ILTposters2020). Each poster is accompanied by a short (approx. 2 mins) audio/video overview about the work being displayed. Delegates can make comments about each poster, using the ‘Comment’ function on the Padlet before and during the conference.

On the conference day, please join the [posters discussion session](https://eu.bbcollab.com/guest/074ab92914864a939c334fa5c17e1e9a) between 2:30 and 3:15pm to ask questions and participate in the discussion about the posters.

**Panel discussion**

During the conference day, we invite you to raise questions and points in relation to the conference theme ‘To be the world’s most socially innovative university’ in this [Padlet](https://uon1.padlet.org/learntech/ILTtheme2020). You can also vote for the ideas from other people. Your questions or points will be addressed in the [panel discussion](https://eu.bbcollab.com/guest/074ab92914864a939c334fa5c17e1e9a) taking place at 3:25pm.

**Get ready to use Blackboard Collaborate Ultra**

Please allow plenty of time to set up in the online space (Blackboard Collaborate Ultra).

Please watch this short video which provides [an overview of joining a Blackboard Collaborate session](https://youtu.be/1W4sGpVmJaY).

Please visit this resource which provides more guidance, especially on [setting up your audio/video](https://help.blackboard.com/Collaborate/Ultra/Participant/Get_Started).

The main Conference will start at 9.15am. Delegates can [join the room](https://eu.bbcollab.com/guest/074ab92914864a939c334fa5c17e1e9a) ahead of the start time (from 8:45am) to check if you can log in, and set up speakers, etc. Please use Chrome as your browser.

**Additional tips and online etiquettes for getting set up and ready for the day**

* **Use a supported browser:** It is recommended that you use Chrome as the browser to participate in the online conference.
* **Close other programs:** Close all programs and streaming services on your computer except for the browser you are using for your Collaborate session.
* **Use a hard-wired (Ethernet) connection:** If available. If not available, use a Wifi connection. If using Wifi, try to be as close to the router as possible. If not, try tethering to a mobile phone connection or using your mobile phone to join.
* **Online etiquettes:** When participating in a session, raise hand to ask a question, and mute microphone when you don’t speak. You can also use the chat box to ask a question or share a point.

We look forward to welcoming you to the L&T Conference online!

**Institute of Learning and Teaching in HE (ILT)**

**June 2020**