



Joining instructions for online workshops

| Student Counselling Outcomes Research & Evaluation (SCORE)

Enquiries can be emailed to the workshop organiser, Emma on e.l.brogia@sheffield.ac.uk

Please be aware of the following information before deciding to join the workshop:

- ⇒ Your name will appear to workshop attendees when you join
- ⇒ The facilitators will mute attendees' microphones to reduce noise interference
- ⇒ You may use the group chat function to ask questions
- ⇒ Parts of the workshop may be video recorded when facilitators are presenting. Only the facilitators will be visible during the recording and attendees will be informed when recording starts and ends
- ⇒ Practical exercises and group discussions will not be recorded
- ⇒ Recordings will be used as training materials that will be freely available on the SCORE website <http://www.scoreconsortium.group.shef.ac.uk/>
- ⇒ On the unlikely occasion that your video feed is captured during the recording you have the right to withdraw this content and may do so by emailing the workshop organiser
- ⇒ If you would like to object to the workshop being recorded, please email the workshop organiser

When you join the online workshop, you may choose to:

- ⇒ Turn off your camera if you do not want your video to appear
- ⇒ Turn off your microphone to reduce background noise

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