Online Information Session
Participation Guide

Technical Requirements
Please ensure your computer and Internet connection are working well in advance of the information session.

- A reliable computer and power source.
- A reliable high-speed Internet connection.
- Working speakers or headphones.
- You do not need a webcam or microphone.

Sign in to the virtual meeting room
Please sign in approximately 10 minutes before the information session is scheduled to start.

- In any web browser, navigate to: https://acp.bccampus.ca/med3
- Type your name in the “Enter as Guest” field.
- Click “Go to Meeting”.

What to expect inside the virtual meeting room
- You will see and hear the presenters, but the presenters will not see or hear you.
- You will see the presenters’ PowerPoint slides, showing the information they’re discussing.

How to communicate inside the virtual meeting room
- You may communicate with the presenters and the entire group by typing in the chat pod at the bottom right of the screen. It says “Chat (everyone)”.
- The presenters may answer your question aloud, or someone might type a message to respond.
- If you’re having technical difficulties, please communicate with PDCE (moderator) UBC Faculty of Education by typing through private chat. To do this, simply click on PDCE (moderator) UBC Faculty of Education and select ”Start Private Chat.” You’ll see a new tab appear in the chat pod, which will show you whether you’re communicating with the moderator, or with the group. You can click back and forth between these tabs to switch from group chat to private chat.

Demonstration
This brief video demonstrates how to sign in, chat with the group, and request technical assistance:
http://screencast.com/t/ONm9VpyP9wSX

What to do if you miss something
Don’t worry! We’ll be recording the session. The day after the session, a link to the recording will be posted on the program website: http://pdce.educ.ubc.ca/med3.