**Toastmasters Video Conference Joining Instructions**

If you are using a PC, laptop, tablet or mobile phone you will need to download and install Cisco Spark. Please click on the following link and download and install the app for your chosen device:

<https://www.ciscospark.com/downloads.html>

Install the software.
Open Cisco Spark.
The install wizard will ask you to register. You can use any email address and password.
You will then receive an email with a link to confirm your details.
That should then be all you need to do.

At the time of the Toastmasters meeting:
Open Cisco Spark.
Click on the telephone icon on the left side of the window.
In the Search or Dial box, enter 79687@uhi.ac.uk and press the green Call button.
You will be connected to the meeting.

We start promptly at 6.30pm and finish no later than 8.30pm

**Video Conference Guidelines – Online Users**

* Ensure you are well positioned for your online camera
* Mute your microphone until you want to speak
* Turn off your camera during speeches (it is fine to keep it on during table topics and all other parts of meetings including evaluations etc)

**Guidelines for Theological College Attendees**

* Sit in the front row so that you can be seen and heard by video conference attendees
* The camera for attendees is at the back of the room facing the speakers

**Guidelines for Toastmaster**

* Check audio and visual connectivity for those online
* Remind online participants about switching camera off during speeches so as not to distract the speaker
* Assume people online are taking part in table topics unless they state otherwise!
* Involve the people attending online as much as those in the room
* Be conscious of sound levels, people talking at the same time
* Advise when you will be taking a break and for how long to ensure attendees can rejoin the meeting at the right time
* At the end of the meeting don’t forget to thank those taking part online as well