

10 TIPS FOR REMOTE QUALIFYING SESSIONS

1. First of all, make sure you have downloaded and installed StarLeaf and that it is working (see guide for instructions). Ideally on a laptop, but if that's not possible then use your phone/tablet.
2. Before the Qualifying Session is scheduled to begin, make sure you and your device are set up in a calm, quiet place as free from distractions as possible. Depending on your circumstances, you might prefer to use headphones – consider this in advance.
3. Check that your microphone, webcam and speakers are working, and that your laptop volume is turned to an appropriate level.
4. Remember that you are visible throughout, and conduct yourself as you would at an in-person Qualifying Session – however, don't worry too much about adhering to as strict a dress code as you would in Hall: smart casual is fine.
5. Just as you would at an in-person Qualifying Session, switch your phone to silent for the duration, and also make sure any instant messaging or email programmes on your computer are switched off or muted to avoid notification sounds and alerts.
6. If you are not speaking switch your microphone to mute in StarLeaf (at the bottom of your screen). Unmute yourself only if you need to speak or ask a question.
7. At a talk or lecture, the speaker will introduce themselves. In a smaller breakout group, you may each be asked to introduce yourself at the beginning of the session.
8. If you have a contribution to make or wish to ask a question, you will need to raise your hand to do so.
 - a. In larger Qualifying Sessions we will be using a 'spotlight meeting'. If you are on a laptop you will see a button inviting you to "raise your hand". If the speaker chooses to call on you, you will be added to the spotlight so that everyone can see and hear you while you ask your question.
 - b. In a smaller group you may need to physically raise your hand so that the speaker can see you on their screen. Make sure you unmute your microphone when called upon.
9. Introduce yourself by name before asking a question, unless you are not in a smaller group where you have already done so.
10. Speak clearly into the microphone and be aware of any background noises that may be louder than you think – for instance, do not rustle paper while speaking! You shouldn't need to raise your voice.

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