



Medical & Scientific Services

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Instructions for Medical and Scientific Services Teleconferenced Course

Thank you for registering for this course.

Due to the increasingly apparent need to slow the spread of the Covid-19, and as recommended by Health Authorities, we have decided to run the courses coming up in the next few months via teleconferencing, to limit the possibility of spread of the virus.

We will use the Zoom teleconferencing application – you will get an email invitation to attend the teleconference from the course presenter. It will have a web link on it – you simply click on it and you will be able to accept the teleconferenced course. The teleconferencing application will work on any laptop, iPad, notebook, PCs and even smart phones.

You do need an internet connection.

You will get an email invitation to the course 15 min before the course, click on it and you will be able to accept the tele conferenced course. Make sure the sound is turned on.

I will need the direct email for the participant if you or your personnel intend to participate.

You need do nothing other than to be at your computer or laptop, have video and sound turned on and be connected to the internet 15 minutes before the course start time (to sort out any problems with connections) on the day of the course. Please check video and sound are working beforehand.

There is a free version of Zoom, <https://zoom.us>, which you can use to trial the software and make sure it is working on your laptop, computer or tablet. You can go to Zoom and set yourself up with an account, but you don't need to subscribe to Zoom to participate in a teleconferenced course. If you want to trial the software you can set up a free Zoom account.

Prepare for your online course by doing the following:

- Have a practice with Zoom, test the video and audio facilities on their computer. I am happy to be available sometime before their session if they would just like to have an initial practice.
- Establish a routine for the session.
- Have a quiet area available to work.
- You might have pens and paper to write on, but you don't need to.
- Have the course notes printed out or on computer – I will email a PDF of the notes.

Please don't hesitate to ask questions.

This email has gone to all those enrolled in the course.

Jonathon Thwaites
Medical and Scientific Services Pty Ltd