

Using Microsoft Teams to participate in the Public Forum ahead of the Lambeth Borough Based Board (Lambeth Together Strategic Board)

This guide has been produced to help people who wish to take part in the public forum in Lambeth. It also contains some guidance for when you're in the public forum using Microsoft (MS) Teams.

Lambeth Together Strategic Board 17 June 2020 meeting

For the meeting on 17 June 2020, the Lambeth Together Strategic Board will hold a public forum ahead of the meeting using MS Teams. This seeks to copy the format of the public forums held ahead of the former Governing Body meetings of NHS Lambeth CCG.

Unfortunately, for the meeting itself, we are unable to live stream it on this occasion but are committed to publishing a recording of the meeting as soon as possible afterwards.

A link to the recording will be available on the South East London CCG website and Lambeth Together website within 24 hours of the meeting.

We are confident of having a live stream available for the next meeting.

Attending the public forum

The public forum will be held using MS Teams.

To join the public forum, please contact us at hello@lambethtogether.net to receive a link to join the meeting.

You will receive an acknowledgement of your request, and a link will be sent to you on the morning of 17 June.

When you receive the link, you are able to join using a Microsoft or Google account from most web browsers; please do not use Safari if possible.

The public forum will run from 1pm-1.30pm on 17 June 2020. Please try to join the forum just before it starts. It will be open just before 1pm.

How the forum will work – rules and guidance

Here we have guidance for people attending the forum:

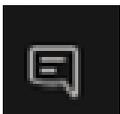
- The forum will be chaired by a member of the Lambeth Together Strategic Board who will invite people to ask questions, one at a time. The Chair will introduce themselves at the beginning of the forum.
- Please mute your microphone when not speaking.

- When you would like to ask a question, please raise your hand using the icon (below) or indicate that you would like to ask a question using the chat function.
- Please be respectful of other participants. At the forum we will do our utmost to respond to questions asked but request that you respect the Chair and other participants. If you wish to ask a follow up question, please raise your hand using the icon (below) or indicate this using the chat function.
- The forum will not be recorded but we may note the details of any questions asked to help us respond to them in more detail if needed.
- Please turn on your camera if you are comfortable with doing so. If you do not wish to have your image shown in the meeting, please advise us when requesting the link to join the forum from hello@lambethtogether.net.
- If you share your image on camera, be aware of your environment – both in terms of impact on the meeting if your background is noisy when you are speaking, but also in terms of your visual background as this will be shown on the screen to all participants when you speak. If you have the Microsoft Teams app (for computer, tablet or mobile phone), there is an option to blur or mask your background when on camera.
- Finally, we are committed to transparency and engagement and to help with this the Lambeth Together team will have the technical ability to mute all participants. We also reserve the right, as we would at a public meeting in person, to remove people from the room if necessary. This will be a last resort which we hope never to use and people will be warned by the Chair before this is done.

Using Teams – a quick guide

Meeting participants have a number of options available to them, shown as icons on a bar in the middle of their screen:

Chat



This icon activates the Chat function which can be seen by all meeting participants. The chat function will appear on the right hand side of your display. Please use this area or the hand icon (below) to indicate if you would like to ask a question.

Participants



Clicking on this button allows you to see who else is participating in the meeting. The list of participants will appear on the right hand side of your display.

Raise your hand



Clicking on this icon raises your hand. The icon lets the Chair know that you wish to ask a question. After you've asked your question, please click the icon again to lower your hand.

Microphone



Clicking on this icon mutes or turns on your microphone. Please leave your microphone muted unless speaking. The microphone icon will have a diagonal line through it when muted.

Camera



Clicking on this icon turns on or off your camera. Similarly to the microphone, this icon will have a diagonal line through it when your camera is turned off.