



Guidance for Attending a Virtual Voice Group

Community
Integrated
Care

If you or a person you support would prefer to attend a virtual Voice Group, there are some ways that you can prepare and get the most from your session.



Please let the host know ahead of time if you need captions on screen or if you need us to make any other adaptations.



Please log on 10 minutes before the meeting, so we can resolve any technical issues before the session starts. If you have any problems logging on, please contact the host or **Carla.pipkin@c-i-c.co.uk**



When joining, please ensure your screen name is updated so that we know how the person you support would like to be addressed. First name only is fine.



Please ensure you have good internet access and try to sit in a quiet space for the meeting, where you're unlikely to be distracted.



If people are in the background, please use a virtual background or blur to avoid distracting others on the call and to protect the privacy of those in the background.



If you are joining as a group, please try to nominate one person to do the talking or take it in turns.



Please mute yourself when you are not speaking and unmute yourself when it's time to speak.



Please respect the other people talking and listen to what they are saying without being distracted.

If you need any additional technology support or would like to practice accessing a meeting in advance of the Voice Group, contact **Carla.pipkin@c-i-c.co.uk** at least 48-hours before the session