

British Orthopaedic Research Society

BORS 2020 | MS Teams Cheat Sheet for Attendees

Joining a session at BORS 2020 as an attendee:

To join a session at BORS 2020, you should use the link that will be made available on a password protected page on the BORS website. A link to the page and the password will be emailed to you ahead of the conference.

When joining as an attendee from a link you should first see a screen like the one shown in Figure 1.

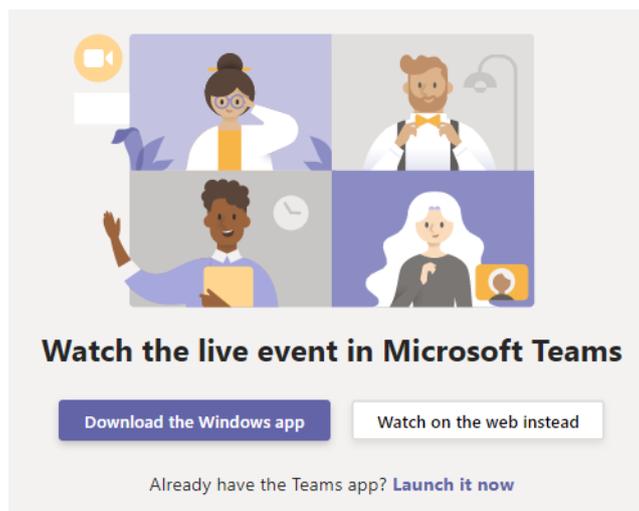


Figure 1: Live event browser screen.

If you do not use Teams, **click on the “Watch on the web instead” button.**

A pop-up may appear asking you if you want to “Open Microsoft Teams?”. If this happens and you do not use Teams, we recommend clicking “Cancel”. If you use Teams you can attend the live event through the app, although may still find the browser version easier to use. When you click on the “Watch on the web instead” button you should see a joining screen like the one shown in Figure 2.

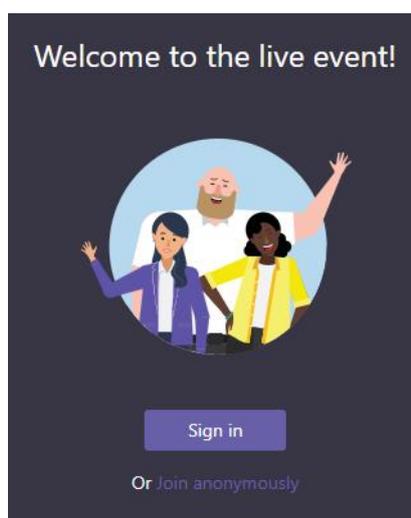


Figure 2: Live event join screen.

If you do not use Teams, **click on the “Join anonymously” link.**

If you use Teams you can use your account to login, although this is not essential. When you have joined the live event, you should see a screen like the one shown in Figure 3.

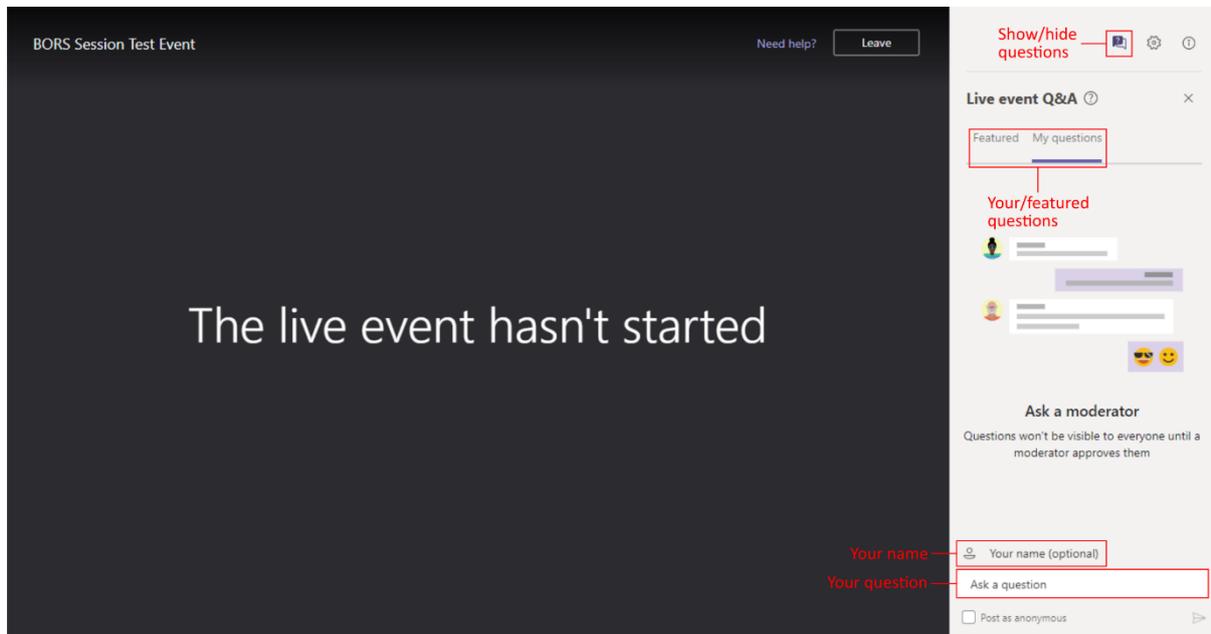


Figure 3: Live event attendee screen.

During a session, the presentation will appear in the main part of the screen along with a small video of the presenter if they have opted to share their camera.

Q&A:

How can I ask a question?

During the session you can ask a question using the text entry box under the “My questions” tab, either for the presenters or for the session chairs/moderator. We encourage all attendees to use their full name so that presenters can get in touch if there is not enough time to answer your question during the session.

What are featured questions?

Questions selected by the chairs/moderator can be seen by all attendees on the “Featured” tab. If you see a question that you would like answered you can upvote it by giving it a thumbs up 👍.

What if my question is not selected?

We will provide a copy of all questions asked during the session, to the session chairs and the session presenters, so that they can discuss them and provide written replies afterwards.

Session recordings:

If you are late to join a session you will join the session in real time. You can pause a session once you have joined it. If you join a session after it has finished, you will be able to view a recording (once it is available). We will keep session recordings available for a limited time after the conference.