



All you need to know about webinars

***brainstrust* information sheet**

Know Hows are published by *brainstrust* to help people living with a brain tumour to understand current topics. They are produced with input from relevant scientific and clinical experts and are written in a way that should help you to understand often complicated topics.

If you have an idea for a Know How, then please let us know.

If you have any queries, don't forget you can talk to one of our support specialists on **01983 292 405**, or email **hello@brainstrust.org.uk**.

Why do we need this Know How?

Living with a brain tumour may be isolating, and we want to bring our community together using digital methods and apps. This Know How is designed to help you understand what a webinar is and how you can join live webinars on topics that interest you.

What is a webinar?

A webinar is a live online meeting that is held via the internet. People can join a webinar on their computers, laptops, tablets or phones. The purpose of *brainstrust* webinars is to bring our workshops to you, in the comfort of your own home. During the webinar, you can listen to and communicate with other attendees and the host.

What do you need for a webinar?

For attendees:

- internet access
- a laptop, computer, phone or tablet.

New devices are normally equipped with a camera and microphone – if you can watch YouTube or use FaceTime, you will be able to join our webinars.

Please note it is optional to join the call with your video. You will be given the option to use your camera prior to joining the webinar.

Benefits of a webinar:

- It can be joined from anywhere.
- You can send live questions.
- You can have a discussion with others.
- You can suggest ideas for future talks.
- The host can share pictures, slides and educational material.
- Recordings of webinars can be shared by the host to view at a later date.
- There is a chat box to ask questions and talk to others viewing the webinar.

How to sign up for *brainstrust* webinars

Our webinars will be created as events on [Eventbrite](#). They are free, but you have an option to donate to reserve a place if you would like to. Receiving donations means we can continue supporting people with a brain tumour. All you have to do to join the webinar is as follows:

1. RSVP on Eventbrite.
2. Complete the registration.
3. Check your email inbox (and your junk emails) to make sure you have received an email from Eventbrite.
4. You will receive a link to join the webinar on the specified date. This will be sent when you sign up, 48 hours before the webinar and two hours before.
5. When it is time for the webinar, click the link in the email. This will take you to a video player through which you can join the webinar. Our webinars will be using a video play software called Zoom.

How to access Zoom

On a laptop or PC

When you click on the video player to join the webinar, you will be prompted to download the software Zoom.

Follow the instructions, and allow your computer to access the software. This should only take a few minutes.

Once Zoom has downloaded to your computer, you will be asked to enter your name, and you can join the webinar.

You will be asked if you would like to join with audio and video – this is your choice.

Once you have followed these steps, you will be in the webinar.

On a mobile device

When you click on the video player to join the webinar, you will be prompted to download the software Zoom.

When accessing it on a mobile device, you can download this as a free app. You will be prompted to download this from the app store on your device.

Once you have downloaded the app, you will be asked to join the meeting and be given a Meeting ID. You can find this Meeting ID in the event details on Eventbrite.

You will then be asked to enter your name, and you can join the webinar.

Guidance for a webinar

- While in the meeting, use the chat box to ask any questions.



- Mute your microphone to:
 - improve your audio
 - reduce background noise if you have a busy house
 - move around or talk to people in your house without interrupting the webinar.
- Video options:
 - You may not want to be seen on video calls, so there is an option to turn your video off.



Get in touch

If you struggle with the process outlined above, get in touch with *brainstrust*. We can help.

Email: hello@brainstrust.org.uk

Call: **01983 292 405**

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Production of *brainstrust's* information is supported by the Anna Horrell fund. Anna, wife and mum, tragically passed away in August 2017 after a valiant fight against a glioblastoma. Throughout her life and her illness, she was an inspiration to us all, fighting bravely and cheerfully in the face of adversity. She was the beating heart of our family, and her loss left a hole in our lives that can never be replaced. In her incredible memory, we are passionate about helping others diagnosed with a brain tumour to navigate this most difficult of journeys.

Mike, Tom, Rebecca, Charlie & Sophie