



## HANDS-ON BIOSTATISTICS

ONLINE WORKSHOP JULY 15-16, 2021

### INSTRUCTIONS FOR ATTENDEES

We are expecting around 75 attendees in this workshop. For a good interaction the following rules and guidelines must be followed to at all times.

- 1) We request you to not share the meeting links, with anyone who is not registered for the workshop. We will admit only the registered participants.
- 2) You must not record any aspect of the workshop without the express permission of the speaker and the workshop organizers beforehand. Parts of the lectures will be recorded by the organizers to be accessed later on demand.
- 3) You must not intentionally disturb the workshop in any way. Failing to abide by this rule will result in being removed permanently from the workshop. There is a zero-tolerance policy for this behavior. This includes, but is not limited to:
  - a. Turning your microphone on when you have not been asked to.
  - b. Setting your name inappropriately in Google Meet account. Anonymous participants will not be allowed to join.
  - c. Sending inappropriate messages in the chat.
- 4) We recommend arriving 10 minutes early, as we will start exactly on time, and if you have issues to join it will be hard to help.
- 5) You must follow the Q&A procedure as outlined in the instructions below.

We kindly invite you to raise the hand if you want to ask a question, the moderator will invite you to talk via microphone and you may unmute yourself to ask your question. Alternatively, you may type the question in chat and the moderator will ask the question for you.

## How to join Google Meet

Joining Google Meet is straightforward. You don't need to install any software if you use a computer. But, if you will use a smartphone to attend make sure you install the Meet app.

After clicking your meeting code or link, you can adjust your camera and mic before you enter the meeting, please mute the microphone.

If this is the first time you are using Google Meet, please check this tutorial from Google.  
<https://apps.google.com/meet/how-it-works/>

If you have any further question, please reach out at [eliana.ibrahimi@fshn.edu.al](mailto:eliana.ibrahimi@fshn.edu.al) .