

North Central London CCG Annual General Meeting – Joining instructions (including information about Teams Live)

We are looking forward to welcoming you to North Central London CCG's Annual General Meeting on Thursday 23 September 2021. The meeting will run from 2.30pm to 3.45pm.

How to join the meeting

In line with expert guidance on preventing the spread of covid-19, the meeting will take place virtually on Microsoft Teams. The link to join the meeting is as follows: <https://tinyurl.com/ya3x2m43>

Housekeeping

- The meeting will be recorded and uploaded to the CCG's website
- There will be BSL interpreters interpreting the meeting and live captions are available for self-activation (see Teams Live instructions on how to activate these)
- You will not be able to switch your camera on during the meeting
- Your microphone will be automatically muted and you will be unable to unmute yourself

Questions from the audience

A selection of questions that have been sent in prior to the meeting will be answered during the questions section of the agenda. In addition, you are invited to ask any questions on the day via the chat function that will be available on the right hand side of the screen. The answers to any questions that are not answered on the day will be published on the CCG's website <https://northcentrallondonccg.nhs.uk/>.

Meeting agenda

14.30 Welcome - Dr Jo Sauvage, Chair

14.35 Responding to the pandemic – Dr Jo Sauvage

Tackling health inequalities - Dr Jo Sauvage

Our people - Dr Jo Sauvage

Strategic commissioning review - Dr Jo Sauvage

A greener NHS - Dr Jo Sauvage

14.55 Looking ahead to our future plans and priorities – Frances O'Callaghan, Accountable Officer

15.05 Accounts for 2020/21 – Simon Goodwin, Chief Finance Officer

15.10 Questions – Panel

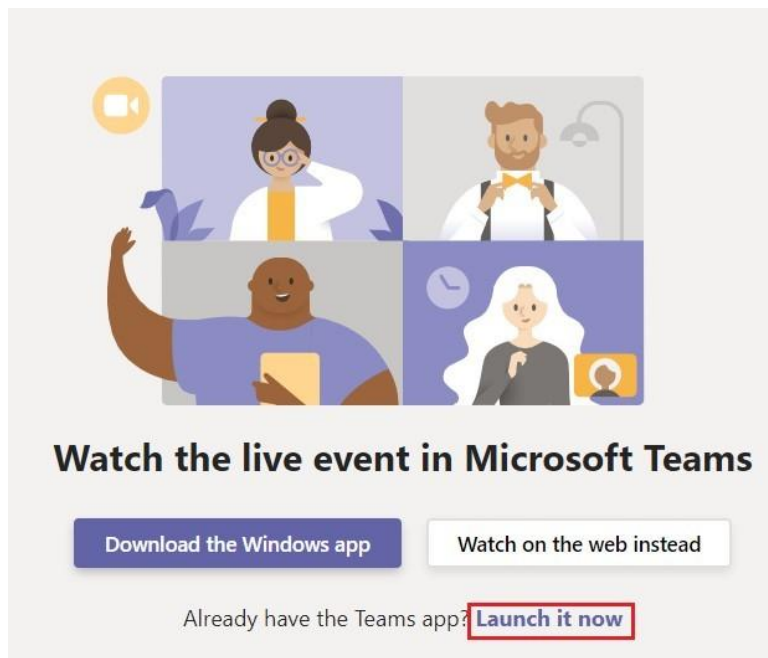
15.40 Closing remarks - Dr Jo Sauvage

Any questions?

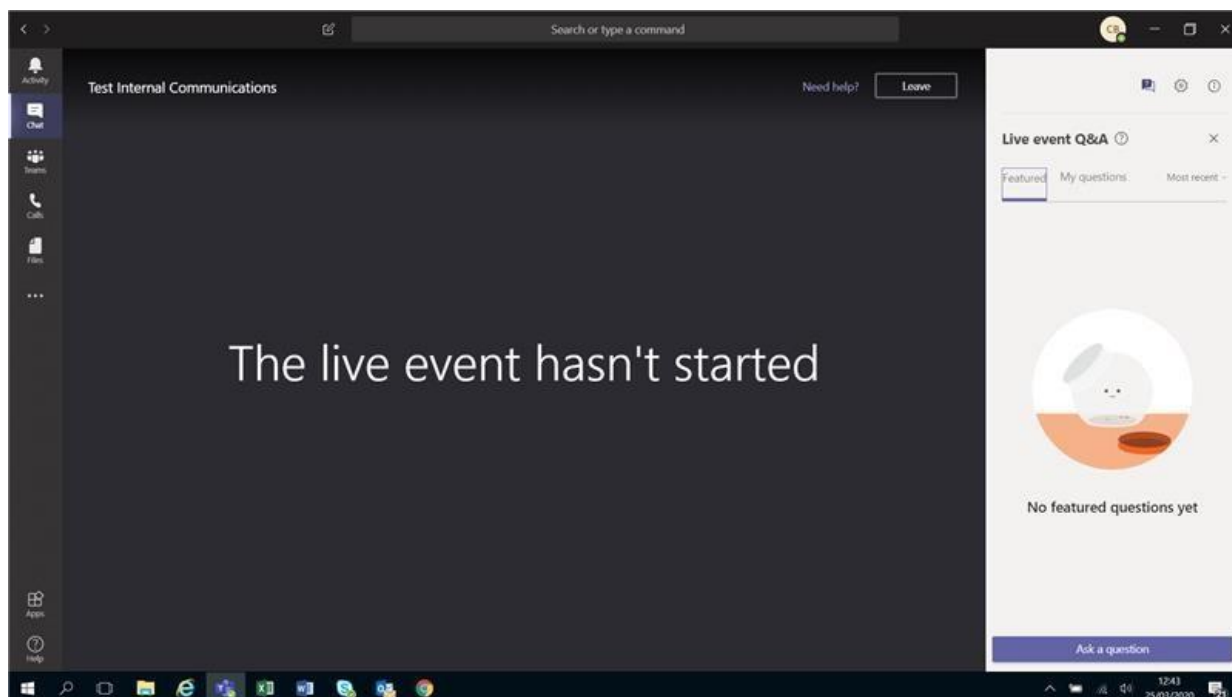
If you have any questions about the day or the wider event, please do not hesitate to contact us on nclccg.communications@nhs.net.

Instructions for Teams Live

To join the event, click on [the link](#). It should open up in your Teams app. If it does not automatically open, select 'Already have the Teams app? **Launch it now**'.



You will see a screen as below showing 'The live event hasn't started'. Please wait for the event to go live.



When the live event starts, you will be able to see a presenter, the meeting slides and a BSL interpreter.

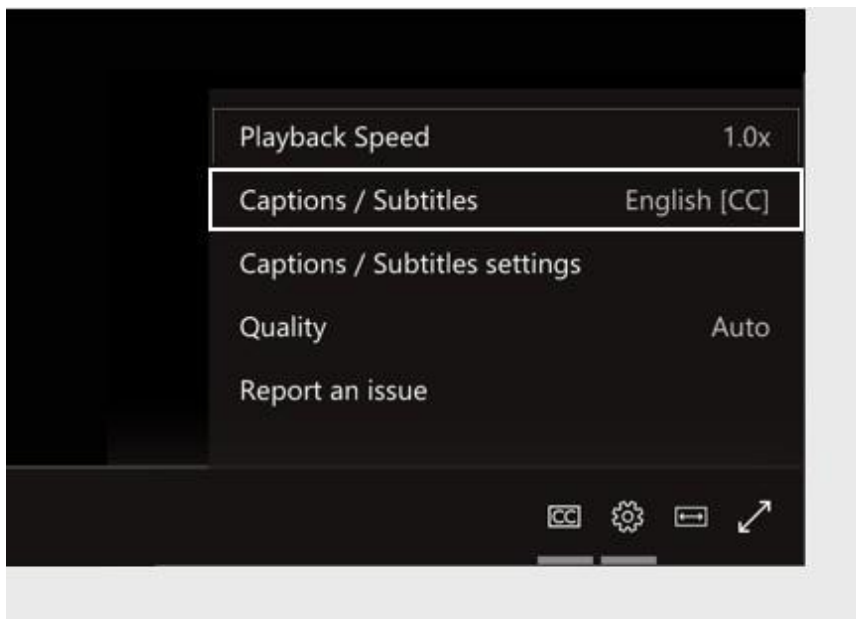
To ask a question, select '**Ask a question**' on the right side of the screen.

Type your question in the compose box, and then select **Send**. If you want to ask your question anonymously, select **Ask anonymously**.



To turn on live captions and subtitles, select **Captions/Subtitles On**  in your video controls.

To change the caption language, select **Settings**  > **Captions / Subtitles**, and choose the language you want.



Top tips to join and troubleshooting

- Make sure you've shut down and re-started your laptop/computer from the day before. This makes sure any updates have installed.
- Join the meeting 10-15 minutes before the start of the stream, you can leave it running in the background until it starts.
- Make sure you're not downloading anything over WiFi when joining the meeting and try to avoid others in your home livestreaming at the same time.
- Close any unused browsers, browser tabs and other unused windows.
- Items like microwaves, cordless phones and baby monitors can sometimes interfere with home WiFi. Switching them off temporarily may make a difference.
- Try to minimise obstructions between your working area and WiFi aerial.

- [Download the Teams app to your work or home mobile](#), and log in to watch the meeting using 4G.
- To turn on live captions and subtitles, select Captions/Subtitles On in your video controls.