How to: Book and attend a Researcher Development Online (RDO) Workshop

Michele Underwood

Researcher Development Manager
Step one: The Researcher Development Online Teams site.

Make sure you have Microsoft Teams downloaded

https://warwick.ac.uk/services/its/365collaborate/teams

And make sure you are a member of the RDO Team

https://tinyurl.com/Researcher-Development-Online
Step two: Book your session on Skills Forge

1/ Book on SF as usual
   https://tinyurl.com/Skills-Forge-Booking-video
   (1.10 -2.20 min)

2/ You will receive a confirmation email; and also a reminder 48 hours before the event
Step three: How to join the session

• The event will appear in your calendar (both on Teams & Outlook)

• Click on the event and you will find the meeting link
Step four: Other ways of finding meeting urls

- In the Skills Forge Description text
- On Twitter @warwickrssp an hour before
Step five: Some final and **Important** points:

- **Can I turn up on the day?**
  
  We may have one or two spaces left for sessions, and we are happy for you to turn up on the day without booking previously.

  BUT we cannot guarantee you a place since our sessions are deliberately small group sizes - so please don’t be offended if we suggest another date or similar session for you to attend instead.

- **What if I book less than 24hrs before the session?**
  
  We add booking to the Teams site at 16.00 the day before. If you book after this time, you will not get an invite from us. You MUST find the meeting URL on Skills Forge to join.

**Video & Mics**

We are generally in a small group so we have our Videos on so that we can interact more easily with each other. Please make sure that your Mic is working as well.

If you have technical issues just let us know in the chat function.
Looking forward to working with you!

Any queries:

m.underwood.2:warwick.ac.uk
RDContact@warwick.ac.uk
PGRResearchSkills@warwick.ac.uk