**REGISTERING FOR VIRTUAL CPD & WHAT TO EXPECT PRIOR, DURING & POST A VIRTUAL MEETING**

**As a WPEM delegate you can expect the following in relation to virtual education:**

**1.** Registration remains via your preferred method –

 Email: ellie.holmes1@nhs.net 0r ellieholmes@wpem.co.uk

 Tel: 07899753784

 Website: [www.wpem.co.uk](http://www.wpem.co.uk)

**2.** You will receive verbal / email confirmation of your place.

**3.** One week prior to the event you will receive a **Password** and **Meeting ID** via email. (Please ensure

 you have the Zoom platform downloaded onto your PC / device)

**4.** During the meeting you will be muted so all delegates can hear the presentation clearly. The speaker /

 host will take questions from delegates – how/when will be clarified at the beginning of the

 presentation.

**5.** Where meetings are supported by the pharmaceutical industry, a short (1/2 minute) presentation slot

 will be delivered by a company representative during the event.

**6.** E-Certificates of Attendance will be sent as usual to the email you registered with post event alongside

 any digest, where applicable, from the meeting. Names and contact details of any supporting pharma

 representatives will also accompany the email should you wish to progress discussions.

**7.** A copy of the registration form which notes your name, place of work and position **only** will be sent to

 supporting pharma representatives for recording purposes.

**8.** Feedback is important enabling us to develop CPD for your future. You should expect to receive a

 short questionnaire post event. Please take time to complete this, we will aim to keep this less than a

 minute to complete.

