ASSOCIATE CHARTERED MANAGEMENT CONSULTANT

Professional Discussion Preparation Checklist

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1. INTRODUCTION

Your Associate ChMC Professional Discussion has now been scheduled with your Assessor. If you need to rearrange this for any reason, please contact your Assessor as soon as possible.

Please review the following checklist to confirm that you are ready for your professional discussion.

I confirm my understanding of the following:

- That it is my responsibility to check I can connect to the session prior to the session commencing and, if necessary, notify CMI of any difficulties in connecting as soon as possible.
- The purpose of the professional discussion, process and timing, and where it sits in the assessment cycle
- That the session will be recorded for quality assurance and moderation purposes by the Assessor and that no other recording is permissible.
- I am required to show a form of photographic identification to my Assessor during the professional discussion
- I am required to be alone at my remote location and do not have access to any additional help
- I give my informed consent for the data gathered to be used for assessment purposes and any data collected will be treated as confidential in line with the terms of the Associate ChMC contract
- I have a right to withdraw at any point
- The possible outcomes of the assessment
- I have a right of Appeal. By attending the professional discussion I confirm that I am fit to do so: no appeals will be heard concerning wellbeing during the professional discussion.

If you are unclear about any of these points, please discuss with your Assessor.

Your Associate ChMC professional will be undertaken virtually via Google Meet. The following pages provide guidance on the use of Google Meet.

2. GOOGLE MEET GUIDANCE

a. HOW WILL GOOGLE MEETS WORK?

CMI will be using Google Meet to undertake your Associate ChMC professional discussion.

Google Meet makes it easier than ever to start and join video meetings from mobile devices, computers, an office or meeting/conference room without the need to install additional software.

The link will be unique to the meeting and allow access via either Chrome or Firefox.
(Please note Internet explorer, Microsoft Edge and Safari are not currently supported).

For the best results CMI would recommend a headset with microphone when hosting / joining a Meet call.

To open Meet, please visit: https://meet.google.com

b. SYSTEM REQUIREMENTS

To use Meet, your computer must follow these requirements:

Supported operating systems
Meet supports the current version and the 2 previous major releases of these operating systems:

1. macOS®
2. Windows®
3. Chrome
4. Ubuntu® and other Debian-based Linux® distributions

Supported web browsers
Meet works with these browsers (for the best experience please use Google Chrome, if possible):

- Google Chrome: Download
- Firefox (version 60 or higher) Download

Camera and microphone access
When you start a video call for the first time, you need to let Google Meet access your camera and microphone. Should your Laptop or PC not have a built in microphone or webcam, an external one will need to be used as per below.

Video call requirements

A stable Broadband or Ethernet connection to the Internet.
A built-in web camera or external USB camera (a camera is not a requirement).
(**Note:** Other devices, such as virtual cameras, may not work with Meet).

Bandwidth for video calls
The bandwidth used by Meet is adaptive and varies to provide the best experience on participants' network.

- **Minimum bandwidth required**
  Outbound from the participant: 300 kbps
  Inbound to the participant: 300 kbps

- **Ideal bandwidth**
  Two-person video calls:
  Outbound from the participant: 3.2 mbps
  Inbound to the participant: 2.6 mbps
  Group video calls:
  Outbound from the participant in all situations: 3.2 mbps
  Inbound to the participant with 6 or more participants: 3.4 mbps

Change your computer's camera, microphone or speakers

On a computer, you can choose an alternative camera, microphone or speaker if your built-in devices don't work or if you prefer a different option.

1. In a web browser, open https://meet.google.com/.
2. Click Settings ⚙ and select **General**.
3. After the meeting starts, click ⋮ › ⚙ › **General**
4. Choose the setting you want to change and click **Done.**

Camera
Under **Video**, select your camera device.

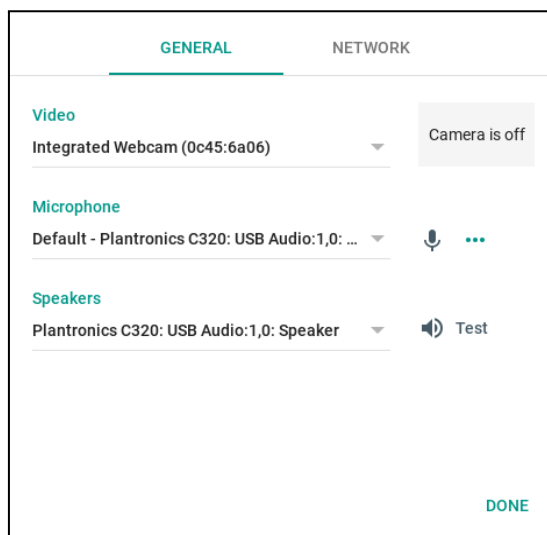If your camera is working, to the right of **Video**, you'll see your video feed.

Microphone
Under **Microphone**, select your microphone device.

Speakers
Under **Speakers**, select your speakers.

To test your speakers, click **Test**.

c. HOW TO JOIN A GOOGLE MEETING

How to join a meeting

Using a URL link from a calendar invite

If you have been invited to a meeting, you will automatically get Google Meet joining information containing a URL link

Hangouts Instructions - Meeting Rooms

When   Tue 26 Jun 2018 2:30pm – 4pm London

Joining info   meet.google.com/yyj-hfvi-wyg

       Or dial: +1 575-468-0321 PIN: 675951011#

Click on the URL link and continue to follow the instructions from point 3 below

Using a meeting code
Guests without an account can present and participate in the video call, but other features, such as text chat and

Hangout apps will not be available to them.

1) To open Google Meet, visit: https://meet.google.com/ please note you may need to copy this link into a Chrome address bar should you use an alternative browser as a default
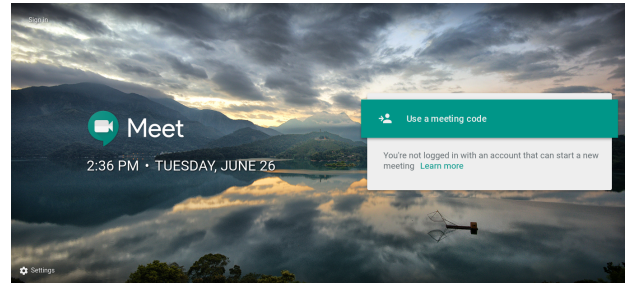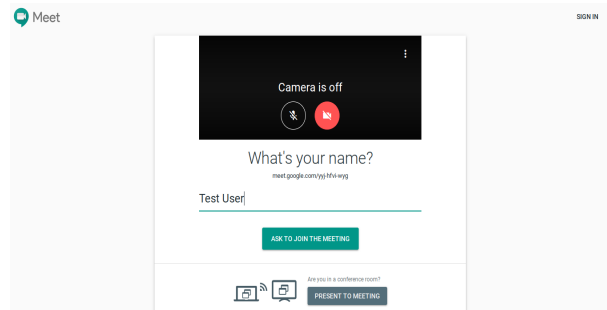
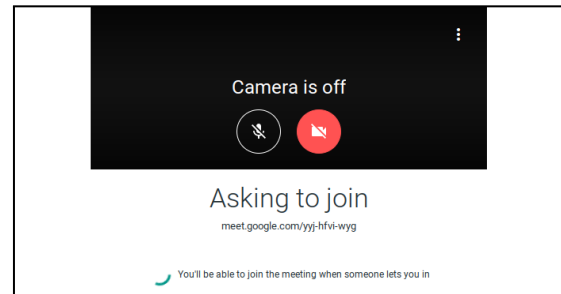2) Click on use a meeting code, and type in the code you were sent
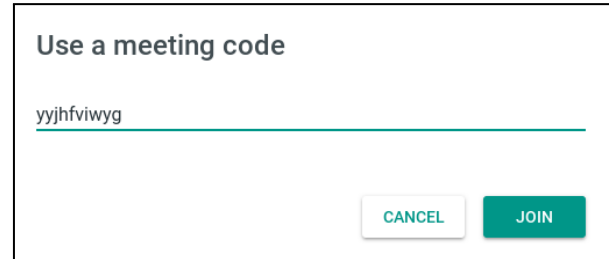
3) You will be presented with the screen below (if you have a Google account and are signed in, you will automatically join the meeting when you click on the URL link)

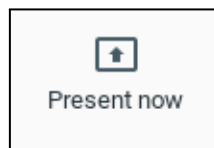- **To enter the meeting**: Please type in your name and then; Click 'ask to join the meeting'

4) You will be able to join the meeting when someone lets you in

Present during a meeting

Select **Present now** in the bottom-right corner
Select **Your entire screen** or **A window**.

Select **Share.**