**Subject:** Invitation: University of Edinburgh/BHF Centre for Cardiovascular Science Virtual Seminar Series

Dear xxxxxxx

Re: University of Edinburgh/BHF Centre for Cardiovascular Science Virtual Seminar Series

We are delighted that you have agreed to present in person/virtually a seminar at the BHF Centre for Cardiovascular Science in Edinburgh (CVS). Your visit would be hosted by Professor xxxxx.

The event will begin at date/time. Please login around 30 minutes prior to session to ensure a great webinar experience.

The webinar will take place in a [Blackboard Collaborate virtual conference room](https://help.blackboard.com/Collaborate/Ultra/Participant)/ Microsoft TEAMS. You will need to make sure you have a good internet connection and your computer speakers are tuned.

Presenting: Using blackboard you can share your content in 2 different ways. You can upload your presentation up to a maximum of 100mb using the “share file” or share your screen by using “share application”. Using “share file” removes animations from your presentation. Using “share application” will allow animations but you need to have a robust and reliable internet connection.

Below is the guest link to accessing the webinar.

**Guest Link:** <https://eu.bbcollab.com/guest/>..... (not a real link)

**Prior to the session:**

1. Collaborate Ultra will be hosted in your browser. We recommend using the Google Chromebrowser for the best experience:
	* [Download the Google Chrome browser](https://www.google.com.au/intl/en/chrome/browser/desktop/index.html)
2. Required Equipment and Software:
* Internet Access (broadband connection highly recommended)
* For the best experience,use **Google Chrome**: [Browser Support](https://en-us.help.blackboard.com/Collaborate/Ultra/Administrator/040_Browser_Support)
* Soundcard with microphone and headphones (A headset with microphone/headphones is highly recommended)
* Webcam (optional)
1. Click the guest link to access the virtual classroom.
2. Enter your name to access the session. There is no password required.
3. Once in the session, please check your audio and video setup.
	* ​​[Audio and video setup](https://help.blackboard.com/Collaborate/Ultra/Participant/Get_Started/Audio_and_Video_Set_Up#get-set-up)

For more information about Blackboard Collaborate:

* [Session Preparation & Checklist](http://www.ed.ac.uk/information-services/learning-technology/communication/collaborate/session-preparation)

[Blackboard Help](https://help.blackboard.com/Collaborate/Ultra/Participant)

Confirmation of whether you are happy for us to record your session is requested.

Lastly, we would like to ask you if you would be available for 20/30 minutes after the seminar to have an informal “career chat” with PhD students and postdocs from our centre during which they will ask you questions about science, their career, general advices for a successful thesis and publications etc…. It has proven to be a very valuable experience for our students and postdocs.

Please reply to Lorraine Vaughan (lorraine.vaughan@ed.ac.uk) and your host Professor xxxx (cc-d to this email) by (date xxxx), who will be happy to answer any questions. Please also provide a title for your seminar.

Your sincerely

Dr Tijana Mitic

On behalf of the Seminars and Symposium Committee

University/BHF Centre for Cardiovascular Science