

RCNi Nurse Awards Judging: FAQs

Using the Platform

What platform will you be using for Judging?

We shall be using Zoom. A calendar invitation with the link to join the call and the meeting password will be sent to you early next week (W/C 27th July). You will need the meeting password to join the call.

Do I need to download any software?

You do not have to have a Zoom account to attend a Zoom meeting or interview. You will be prompted to download the software, once you have clicked on the link that you have been provided. You may also wish to create an account, but that is not required to participate in a Zoom meeting.

Do you need an account to use Zoom?

A Zoom account is not required if you are joining Zoom Meetings as a participant. If someone invites you to their meeting, you can join as a participant without creating an account.

Do I have to have a webcam to join on Zoom?

Yes. We want to offer both judges and finalists an interview experience as close as possible to face-to-face judging.

What devices can I use?

Zoom is compatible with phones, tablets and laptops.

How do I join the call?

You will be sent a calendar invite which will contain a link to join your call. You will need to enter the password in the calendar invite to join the call.

- Click on the link and you will be prompted to either download or launch zoom.
- Click “Open Zoom.us”
- You will then see “please wait the meeting host will let you in soon” – this means you are currently in the waiting room and when the judging panel are ready to see you they will let you in.
- When prompted click “join with computer audio.”

For a visual guide on how to join the call you can watch a short video here:

https://www.youtube.com/embed/hIkCmbvAHQ?rel=0&autoplay=1&cc_load_policy=1

Do I have to click exactly on time, or can I go online early and settle in and wait to be called or admitted?

If you want to go online early and settle in you can do so. You will be held in the waiting room until the judging panel is ready to admit you. Once you have logged in, they will be notified that you are waiting to be admitted.

What happens if I join the call too early – will I “walk in” on the previous interview?

No, you will not disrupt the previous finalist. You will be let into the waiting room and when the judging panel is ready for your interview, they will admit you into the call.

What happens if the panel is running late – how will I know?

If the judging panel runs over we may send you a message whilst you are in the waiting room. You will not be able to respond to this message, but do not worry you can still email Rosie. It is therefore important that you ensure your name is correctly written – as we do not want to admit the wrong finalist into the call.

Can I test the link beforehand?

Whilst you wait to be admitted you can test the audio and the video on your computer. Click “test computer audio” which will bring up your options for your audio and visual settings.

For a visual guide on how to test your audio you can watch a short video here:

https://www.youtube.com/embed/hIkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1

What happens if my internet goes down?

If your internet fails to work on the day of judging, there will be the option to dial into the call. Rosie will have a copy of your presentation and this can be sent to the judges. We strongly recommend printing off your presentation, so in the event of the internet not working, we can still go through your presentation.

I am having internet problems and cannot dial in – what do I do?

You will be provided with a link to join the interview via video conference as well as a telephone number. If your internet does not work use the number to dial into the call. Rosie will have a copy of your presentation and this can be sent to the judges. We strongly recommend printing off your presentation, so in the event of the internet not working, we can still go through your presentation.

Your Presentation

What happens on the day of judging?

A member of the event team will ring you on your mobile 10 minutes before your judging slot to go through your details and ensure they are correct. Once you have confirmed your details, you will need to dial into the judging call using the details that will be emailed to you.

Once you have dialled in you will be held in a lobby until the judging panel are ready to see you. They will introduce themselves and then invite you to begin your presentation.

If you have bought a team member to assist you with the Q&A they will be invited to answer questions once you have presented and answered the judges questions.

What format does my presentation need to be in?

Please ensure that your presentation is in PowerPoint.

Can I include video / audio in my presentation?

Yes, but please ensure that the file is correctly embedded otherwise the video will not play.

Do I need to know how to show a PowerPoint or slides online?

Yes. You will need to be able to share your screen to the judges for them to see your presentation.

For a visual guide on how to share your screen you can watch a short video here:

<https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->

If you are not confident with sharing your screen, please let me know ASAP and we can arrange a test.

The person who is helping me with the Q&A will not be with me due to social distancing – what should I do?

Please share the dial in information with your colleague and ask them to join the call at the same time as you. They will need to remain silent and mute their microphone until they are invited to answer questions from the panel.

I am running late what do I do?

If you are running late to your judging slot please email rosie.davis@rcni.com asap to let me know so I can let the judging panel know.

Where should I hold my presentation?

Please ensure you are in a quiet environment where you will not be disturbed during your call. We advise that you choose an environment where you are well lit and where there is little background noise or chance of disruption to your call.

When will I receive my dial in details?

A calendar invite with the dial in details will be sent to you at the start of next week (W/C 27th July).

I can't make the judging timings what are my options?

Please email rosie.davis@rcni.com if you cannot make your judging time.

What should I wear to the interview?

Please ensure you dress smartly, as if you were attending the interview in person. You are welcome to wear your uniform if you so wish, but please note that usual uniform standard should apply.

The Judging Panel

Will I see all the panel?

Yes - Zoom gives you the option to view the entire pane in a grid on with the focus just on the person who is taking.

Gallery view enables you to view the entire panel as a grid. Speaker view will show you the person you are talking to with the rest of the panel at the top of the screen.

Choose the option you prefer at the top right of the screen.

Who will be on my panel?

We have uploaded “meet the panel” documents for each category to the resources page with their photos and a short biography to help you familiarise yourself with who will be on your call.

What happens if the panel is running late – how will I know?

If the judging panel runs over, we may send you a message whilst you are in the waiting room. You will not be able to respond to this message, but do not worry you can still email Rosie. It is therefore important that you ensure your name is correctly written – as we do not want to admit the wrong finalist into the call.

Where can I find more information about the judges?

In addition to the “meet the panel” documents, information on the judges can also be found on our website: <https://rcni.com/nurse-awards/meet-judges>