WEBINAR GUIDELINES

01 Log in 15 minutes early to make sure all systems are working properly and allow yourself some time to troubleshoot any challenges prior to the start of the webinars.

02 Remove distractions.

03 Schedule a quiet place to participate.

04 Clear your desk and computer desktop.

05 Turn off email and instant messaging.

06 Put your cell phone on vibrate.

07 Put a "Do Not Disturb – in an online session" note on your office door.

08 Take responsibility for your participation.

09 Do not plan to do any "catch up" activities during the webinar.s.

10 If you catch yourself multi-tasking, close your eyes and listen.

11 Avoid side conversations - whether in the room with colleagues or in an online chat space.

12 Be aware of airtime. Fully participate while allowing others to do the same.

13 Identify yourself: speak your name before making a comment.

14 Be prepared. Have handouts and workbooks readily available. Have a notepad and pen nearby

15 Have your lunch/snacks and drink readily available and within reach.

16 Go to the restroom beforehand.

17 Please do not use your phone's hold button, since all participants can hear your hold music.

18 Take notes.

19 Pay attention as instructors will call on participants during the course.

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