

ZOOM ETIQUETTE & GUIDING NORMS, Practical Information for the ToT



Zoom Etiquette

- Please keep your microphone on mute while you're not speaking
- Please be respectful of the ideas of others
- Please click on the “Raise Hand” button if you want to speak or ask a question
- Identify yourself before you start to speak (Name, organization)
- This meeting is being recorded.
- You can put your question in the chat box.
- The choice of keeping your camera on is optional, except for group exercises.
- presenter/facilitator takes your name, or you can put your response in the chat box.
- Alternatively, you may be asked to use an online tool for some questions. When asked to do so, you need to click on the link provided in the chat box. It will take you to another tab, wherein you can click or type your response.

Guiding Norms & practical information

- Full day and full-time participation are compulsory for the certificate
- Participants are required to join the training 15 minutes before the given time.
- Attendance will be taken on all days at different times.
- Presentations will be provided after the ToT
- Handouts will be provided before the ToT.

Thank you!

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