

“মুজিব বর্ষের অঙ্গীকার
প্রশিক্ষণের লক্ষ্য হবে ন্যায়বিচার”

Government of the People's Republic of Bangladesh
Judicial Administration Training Institute
15, College Road, Dhaka-1000
Website: www.jati.gov.bd



Preliminary Information for attending the 7th Orientation Course for the newly posted/promoted Chief Judicial Magistrates/Additional District & Sessions Judges and equivalent Judicial Officers to be held through Online/Distance learning process from 21 – 25 March, 2021

1. The online training will be conducted using the online platform of the Institute's website <http://jati.gov.bd>, Zoom meeting, Google Class Room & storage facilities etc.
2. The online meetings and sessions will be conducted in a private group and all the information, instruction and material supplied are to be considered as confidential. Therefore, the participants are advised not to share the meeting ID and Password with anybody and to keep the confidentiality of the online meetings and sessions during the term of the training course.
3. All the participants are required to use Laptop Computer having audio video device and network connection. The participants are required to arrange their respective internet connections for attending the online sessions through the abovementioned apps, emails, networks and connections.
4. As our training sessions will be held through Zoom online platform, we request the participants to be mindful of the following:
 - **Mute your microphone**
To help keep background noise to a minimum, please make sure to mute your microphone when you are not speaking.
 - **Avoid speaking at the same time**
Please try to avoid talking over and at the same time as other participants. As it is an online platform, several people talking at the same time makes it very difficult for the Resource Persons and others to understand what is being said.
 - **Use "Raise Hand" option**
If you have an input or question you would like to share or ask when a session is going on, please use the 'raise hand' feature of Zoom. When you use this feature, the host will know if you have a question and would like to be unmuted to speak without interrupting the session.
 - **Be careful when using the Chat option**
Please be aware of what you write and share on the chat box during a session as the Resource Persons can also view and access the chat messages.
 - **Be mindful of background noise**
When your microphone is not muted and you are speaking, please avoid activities that could create additional noise, such as shuffling papers etc because it is distracting for the Resource Person and the rest of the participants.

(Please Turn Over)

▪ **Position your camera properly**

You are strongly encouraged to keep your web camera open during the sessions. Please make sure the web camera is in a stable position and focused at eye level, if possible. Keeping the camera focused at the right angle helps create a more direct sense of engagement with the Resource Person and fellow participants.

▪ **Avoid multi-tasking**

Please try not to engage in other tasks such as checking your phone or emails etc while a session is going on.

▪ **Prepare materials in advance**

If you will be sharing content during the oral presentation or discussion sessions, please make sure you have the files and/or links ready to be viewed before the meeting begins.

▪ **Quick overview of Zoom Video Conferencing Etiquette**

- (a) Please be courteous to other participants;
- (b) Please speak clearly;
- (c) Please keep body movements minimal as they can be distracting;
- (d) Please move and gesture slowly;
- (e) Please try to maintain eye contact by looking into the camera;
- (f) Please dress appropriately as advised by JATI;
- (g) Please do not make distracting sounds;
- (h) Please do not yell or shout while speaking;
- (i) Please do not interrupt other speakers;
- (j) Please do not cover the microphone when speaking.

5. The participants must have necessary books, pen and paper beside them while attending and interacting online sessions.

For further information please contact:

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