

**Preliminary Information for attending the 12<sup>th</sup> In-service Training Course for the Sheristadars to be held through Online/Distance Learning process from 12—14 June, 2022**

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 time 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 in the following:
  - **Mute your microphone**  
Please keep background noise to a minimum and make sure to mute your microphone when you are not speaking.
  - **Avoid speaking at the same time**  
Please try to avoid talking over at the time of talking 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 during a session, please use the 'raise hand' feature of Zoom. When you use this feature, the host will know that 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 have the access in the chat box.
  - **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 do not try 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 want to share 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) be courteous to other participants;
- (b) speak clearly;
- (c) keep body movements minimal as they can be distracting;
- (d) move and gesture slowly;
- (e) try to maintain eye contact by looking into the camera;
- (f) dress appropriately as advised by JATI;
- (g) do not make distracting sounds;
- (h) do not yell or shout while speaking;
- (i) do not interrupt other speakers;
- (j) do not cover the microphone when speaking.

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

**For further information please contact:**

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