

Surveillance Training Academy

Tips for Participating in a Webinar

Your role as a webinar participant is very important. In addition to the webinar facilitator, you are responsible for creating a proper learning environment. Below are some tips on how to do this. **Please read these before you join the webinar.**

Your role:

- Ensure technology works (you have internet access and a working phone line)
- Complete independent work before class (if required)
- Come to class prepared to learn
- Participate in the webinar (through chat, raising your hand, asking questions, etc.)

For each webinar, we suggest the following:

- Put sign on your workspace stating that you are in training
- Inform colleagues and supervisors that you are in training
- Forward phone calls
- Eat and use the restroom before you start training
- Use a headset instead of a speakerphone (if available)

Ground rules for webinars:

- Close email, all documents, etc. on your computer
- Participate and be prepared to be called on
- Raised hand or use chat if you have an immediate question or concern (please be patient while waiting for a response)
- Use the coffee mug emoticon if you step away from the training/your desk
- Designate one person to be at the computer (for groups in conference rooms)
- Mute your phone (press *6 if you do not have a mute button)

Thank You!!