GUIDELINES FOR PARTICIPANTS WEBINAR

Before the Session

1. The participant are requested to ensure by themselves that they have already arranged meeting space(table, chair etc) before the session which you may like in "NO NOISE" surrounding area, because this is your program and we all have to make it successful.

2. You must arrange appropriate technological equipments (mobile/laptop/desktop, Headphone etc.) before the conference to reduce the probability of any problem during webinar. No queries in this regards will be accepted by organizing committee from the participant.

3. All the participant are requested to download the "zoom app" in your mobile/ laptop/desktop.

4. Click on the zoom app link which will send to you on your registered email by the Organizing Committee.

5. Click on "Join Now" after filling the First name, Last name, email address.**(If ask)**

6. Make sure your microphone and video should be always OFF until it is instructed by host to switch on your audio/video/microphone/ camera.

7. Be online 10 minutes before the every session.

8. All participant must check it before the session that they have good connectivity of internet/wifi. In case of poor connectivity of the internet/wifi from the participant side there will be no claim of certification for the conference.

9. If you will not connected with meeting due to any technical reason, you can find us on youtube / facebook. Admin will provide the link on registered email id and whatsapp group.

During the Session

1. All the participant are requested to keep their video & audio in switch off/ mute mode, Incase if it is observed by the host or the organizing committee that your microphone& video is switch on mode, host/organizing committee is fully authorized to make you absent during the session and keep you in action mode throughout the session without assigning any reason thereof.

2. While microphone or video is on, please recheck that your voice/video is clear by yourself without asking other participants or host again and again.

QUESTIONS, ANSWERS AND INPUTS

- In case of any query about session, please type your query in chat box during the session. Format - Guest Name & Question

DELAY IN SESSIONS

1. In case if there is any delay in joining the session, opening the session from the host side, please be patient and wait for the same.

Others

1. Don't misuse the exit option which may create unnecessary disturbance for the speaker and other participants involved with the session.

2. Everyone is requested to ensure a proper decorum while executing this activity.

3. Do not use white board marker.

ATTIRE
1. All the participants are requested to adhere the norms for official meeting in their official **dress code** which will be asset to the conference.

CERTIFICATION

1. The certification will be done through online mode. The **e-Certificate** will be issue after submit the feedback form.
2. Feedback link will provide by admin on your registered email id.
3. Please make sure all the details are correct and no spelling mistakes.
4. Organizers will not responsible for your wrong spelling in feedback form.
5. Certificate will generate on the basis of your feedback details.

REGULARLY CHECK UPDATES

1. All the participant are requested to regularly check the updates on registered E-mail & WhatsApp for any latest information regarding the conference before and after the session daily.