

## DO's and DONT's for attending training programmes through virtual mode

Do's
✓ Register/ Join only using official IndianOil email id ( _____@indianoil.in)
✓ Please join at-least 15 minutes before the commencement of the session
✓ Name yourself as follows: <b>(eight digit employee code followed by full name)</b>
✓ Kindly Keep your mic muted unless specifically asked to speak
✓ Always keep Video ON
✓ Please use chat box only for posting questions to the speaker
✓ Ask short and to the point questions
✓ Any clarifications regarding programme/meeting link/password etc. should be posted to coordinator well in advance (at least 1 hour before the programme)
✓ Preferably use a wired connection for connecting to the internet
✓ Please ensure hardware like Mic/ Speaker/Camera are in order beforehand
✓ Join from a comfortable location with proper dress code
Dont's
- The link for joining the meeting is specifically for IndianOil Employees and is not transferrable. In no case the link or meeting credentials shall be shared to others
- In case of any technical issue, check at the local end first before writing to the host
- Please avoid unnecessary messages in the chat box