Dear colleagues,

The recent pandemic of COVID-19 has introduced a **"New Normal"** in the way that we deal and behave both in our personal as well professional lives. Working from Home has become the norm for many organizations, educational institutions, Govt. Offices etc.

With a view to provide a learning and development opportunity to our employees as well as to keep the employees and their family members motivated and engaged during these stressful times, HR Dept. has launched a host of webinars related to Functional areas, developmental topics, general awareness and healthy living and wellness.

Webinars is a new learning platform for many. While predominantly used earlier for meetings, the current pandemic has opened a new vista of learning thru' webinars. However, this requires a certain decorum and protocol to be adhered to by the participants while attending the webinars as these are officially being conducted by Team L&D. Our endeavour has been to invite very knowledgeable and experienced faculty. Hence, due regard and respect must be accorded to them.

You are requested to adhere to the following SOPs while attending the webinars.

SOPs for Participants attending Webinars through Zoom

1. All participants to be in Formal wear (No casual wear – unless it's a session on Yoga, Fitness etc.).

2. Participants to adhere to proper grooming etiquettes as the webinars are official engagements.

3. Participants to ensure that they have a clean and work-appropriate background.

4. Participants should also attend the meeting from a quiet, secluded area that has minimal background noise and no movement by other family members in the background while the session is in progress.

5. Participants should avoid any unnecessary movements with their device from which they have logged in esp. mobile devices. In case the participants need to move from their seats, they should mute the video camera.

6. Participants to ensure proper lighting on themselves so that they are clearly visible to the faculty / speaker (in case the video cameras are switched on).

7. Participants to login 15 minutes before the start of the session, with the Meeting ID and Password provided to them.

8. After entering the Meeting ID, in the next text box which appears below the Meeting ID, participants should enter their Name in the format: **- Employee No.-Employee Name.**

9. Participants to mute their Audio and Video on entry.

10. Queries, if any, should be raised at the end of the session by raising hands or using chat facility, unless otherwise permitted by the faculty.

11. Participants to avoid eating and drinking on camera during the webinar. Participants to mute their audio-video at such times.

12. Notifications from messaging applications, ringtones, and applications running on desktop/mobile can be distracting. Participants to mute these distractions to focus attention to the webinar.

13. Participants are requested to attend the entire session/ webinar. In case of any important commitment that requires them to leave midway, participants may please keep the host informed thru' the private chat mode with the Host/ L&D Co-ordinator.

14. In case the participants receive webinar announcement through L&D Portal and they are unable to attend, participants are requested to intimate to the L&D Coordinator, so that opportunity can be provided to others who have registered.

15. Participants must provide a feedback after attending the webinar in the link provided to them.

THANK YOU FOR ADHERING TO WEBINAR SOPs

FROM TEAM MS, L&D

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