

# Rules of Engagement during WEBINAR

- Enter your Name / Company Name / Employee No. as username when join as guest in Microsoft Team.(i.e XYZ/GUVNL/485)
- **Join 5-10 minutes prior to Webinar.**
- Admin will initially switch off all Mikes and Videos at start of Meeting.
- **Ensure your mike is mute.**
- Your queries / questions will be addressed after completion of session by unmuting participants one by one.
- Keep your mobile phone in silent mode and away from laptop to avoid interference with your voice.(If using Laptop)
- **Be attentive during training session. Ensure that location should have good internet speed & less external noise for making session effective.**
- **MCQ test will be arranged after completion of training program to asses effectiveness of program.**