

ONLINE MEETING ETIQUETTE



Be Prepared

- Join the session on time or a few minutes early.
- Ensure your computer, internet connection, and any necessary software are working before the class begins.
- Have any required materials ready.



Maintain a Professional Environment:

- Choose a quiet, well-lit space free from distractions to participate in the course.
- Avoid multitasking; stay focused on the class to get the most out of it.
- Mute your microphone & only unmute your microphone in the event you have been requested to do so or during allotted times for questions.



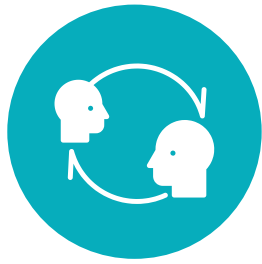
Engage Respectfully:

- Use the chat function for relevant questions and comments.
- Be respectful and considerate when communicating with your trainer and fellow attendees.
- Refrain from interrupting others when they are speaking.



Participation:

- It is highly recommended to have your camera on during the class. However, this is not a requirement.
- Actively participate in discussions and activities as requested by the trainer.
- If you need to step away from the session temporarily, inform the trainer through a private message if possible.



- Treat everyone with respect in all written and verbal communications. No profane language will be accepted; you will be removed from the class.
- Refrain from using the caps lock feature when typing in the chat box, it can be interpreted as yelling.



Do not interrupt the Training Officer during the presentation. Questions submitted will be reviewed submitted in real-time and will be answered during the appropriate time.



Online classes are not intended to be a place to air grievances. Please ensure you adhere to our program's purpose of furthering attendees' understanding of applicable CIC/HOA law and regulation.



Do not provide any personal information or disclose specific association matters to the group, including board member/community manager names, financial information, unit owner issues, etc.

