



## **Online Training Etiquette**

We want everyone who attends our Summer Institute training online to have a valuable experience. One where you as an attendee is not just checking a box but is engaging with CWU staff, our faculty, and with each other. Just as you all have expectations of your students within your classrooms, we have expectations of you all as attendees to ensure that this training will be beneficial for everyone.

In the interest of respecting how busy everyone is and making sure that our team can provide the experience with the best possible outcomes, we share the following reminders:

### **Know your meeting platform and link**

Save the invitation with link and passcode where you can find it easily. Having the latest version of Zoom helps. Familiarize yourself with the technical workings, test your speakers & microphone in advance or when you first log on to make sure everything works.

### **Show up on time**

Our agenda outlines exactly when each session will begin. Please ensure that you have logged into the zoom meeting before our event begins and check your equipment to ensure it is working properly. Our zoom meeting will open 30 minutes prior to start time which will allow everyone the opportunity to test their equipment and get into the Zoom meeting.

### **Show up prepared**

Have the agenda at your fingertips, know what break-out sessions you're going to for a simple transition from one room to another. Review the Summer Institute materials beforehand so you can engage fully with questions or comments. The agenda is designed to make sure you meet the requirements for attending this event and being fully credentialed as a CWU CiHS instructor.

### **Be respectful of everyone's time.**

Show up on time, or early, so things can get started at the stated time. Have your camera on, we want to see you just as you want to see us. Pay attention and note any questions you may have for us or your high school team.

### **Avoid distractions**

Set aside time to focus and actively attend. There's a lunch break when you can catch up on your notifications. Please put your phone away, turn off the TV if you're doing this at home, let your people know you don't want to be interrupted (emergencies do happen). Don't attend a meeting on your phone while driving. Don't multitask.

### **Engage but don't interrupt**

Raise your hand or ask a question in the chat. We want you to understand everything but need to keep to the agenda and probably will have more time for questions at the end of the presentation. Please mute your microphone when you're not talking.

You are not just an attendee checking a box, you are engaging with CWU, College in the High School, your academic liaison and with each other. We value you and your time.