

# Welcome to Virtual Training at {org name}!

We're excited to have you join us in the online classroom. Please follow these guidelines for success.

## Day Before

- Ensure you'll be in a quiet place free from distractions so that you can fully focus on learning
- Test your computer and internet connection here {enter link}
- Can't make it? Please reschedule so that someone on the wait list can take your place

## 10 Minutes Before

- Set out your 'do not disturb' sign and close out of email / instant messenger so that you can focus
- Connect to the virtual classroom using the link found {instructions here}
- Join the session ready to actively participate

## Having issues?

- If you click on launch and nothing happens, try...
- If your audio drops or is choppy, ensure you have enough internet bandwidth....
- If you have other technical issues or questions, contact the session producer

Have questions or need more info? Contact us at {email}