

Dear Learner,

You are enrolled in a Virtual Instructor-Led Training (vILT) course with Global Training Centre. **You will need a pc or laptop with a stable internet connection and video/audio capabilities.** You will be expected to have your camera on during instruction, so that your attendance can be verified. **Please ensure that you have proper lighting and that your camera is positioned so that we can easily see your entire face throughout the class.** All of the same program standards that we would meet in a classroom instructor-led setting will also be met in a virtual instructor-led setting.

The course will be delivered via Zoom®. You do not need to have the app downloaded, but it is recommended. We ask that you sign in to the meeting at least 10 minutes prior to the course start time to ensure everything is working properly and to give the host an opportunity to go over expectations and best practices in a virtual setting. When you join the meeting, you will be in a waiting room until the host admits you into the meeting.

Here is a quick list of some of the expectations/recommendations:

- **Please ensure you put your first and last name as your name when you join (THIS IS A MUST!)**
- Camera on, Microphone muted – when you join, your microphone will be muted and we ask that you keep it muted unless called upon to speak – a quick way to unmute yourself while in full screen mode is to hold down the spacebar (the microphone and camera icons are typically in the bottom left corner of your screen)
- We recommend that you enter full screen mode – click on the “View” icon in top right corner of screen to pick your preferred view or to exit full screen mode
- Chat – the instructor may not see questions in the chat while instructing so it’s best to just ask questions directly
- Raise Hand Feature – you can raise your hand by clicking on the small hand icon which you should be able to find at the bottom of the participant list

Thank you, and we look forward to seeing you on the screen!

Global Training Centre

