

# OXPIP ONLINE TRAINING GUIDELINES

Thank you for being part of our online training!

Below are a few guidelines to help it to run as smoothly as possible:

## 1 JOINING THE MEETING

The meeting details will be emailed to you ahead of the training. Please check your junk mail in case it ends up there by accident. On the day of the training, please click the link between 9.10 and 9.20am. Remember that the link to the meeting is only for you and should **not** under any circumstances be shared. It should also only be you alone accessing the link, not any body else looking at your screen. If you would like to share the screen with another, please ensure they have a paid place on the training. Only people on our attendee list will be accepted into the meeting so please ensure that your name on Zoom is the same as the name on your booking. This link will take you to a waiting room and you will be accepted in to the meeting, ready to start the training promptly at 9.30am. It is important that you arrive on time so we can stick to our strict timings.

## 2 CONFIDENTIALITY

Some of the content of our training is highly confidential, for which we have gained specific consent for us to share. By booking your place and agreeing to our Terms and Conditions you have agreed not to record any part of the meeting via any means. Any break of this clause will lead to disciplinary measures.

## 3 VIDEO AND SOUND

The training is designed to be interactive with plenty of space for discussion. As its focus is on parent-infant relationships, the relational aspect of the training, though delivered online, is also essential. For this reason, we ask that participants agree in advance to keeping their camera on throughout the day (except during breaks). Full participation in the day is necessary in order to obtain a certificate of attendance. We appreciate that, in exceptional circumstances, cameras need to be turned off but would ask you to contact one of the trainers about this individually in the chat so that our discretion can be used if needed. Everyone will be muted unless invited to unmute to join in discussions - this allows us to reduce any background noise to give us the best experience of hearing the training. When the training is being presented, we suggest that you may wish to click the '**active speaker/view speaker button**' or '**pin video**' of the presenter so you are able to see them as they speak, without having too much else on your screen.

## 4 BREAKOUT ROOMS

There will be allocated times for discussions in breakout rooms for you to share your responses to what you have just seen and heard. Please unmute your microphone in the group to take part in the discussion. You will be asked to nominate someone from your breakout room to feed back to the main group.

## 5 BREAKS

There will be time allocated in the morning and afternoon for quick comfort breaks.

## 6 CHAT BOX

There will be specific times to use the chat box, which will be visible to all participants.