



INSTRUCTIONS TO THE PARTICIPANTS:

PRIOR TO THE PROGRAMME:

- To Join the Webinar through Google Meet, a participants must be Registered.
- As the program will be held on online platform, namely, Google Meet, participants need to have that App installed in their device beforehand (though, who are using PC need not to install it). Link to install Google Meet App: <https://play.google.com/store/apps/details?id=com.google.android.apps.meetings>
- A good and stable internet connection to your device throughout the programme hours is recommended
- Registered participants will be provided a Google Meet Link **15 minutes before** the commencement of the programme. (though the WhatsApp group and Registered email Ids)
- To avoid the last minute rush and associated connection problems, participants are advised to join the meeting **at least 10 minutes** before the commencement of the programme.
- Those interested ones who were not registered can watch the entire programme live at the scheduled time via this YouTube link : <https://youtu.be/gZF7iACx7Jg>. (These un-registered viewers cannot be counted as participants)
- During the programme participants are requested to communicate (if needed any) through “CBM_WEBINAR” WhatsApp group.
- In case any serious difficulty arises, participants can communicate through the mobile numbers provided in the Invitation Card (77975 98879 / 96799 66292 / 9749439397)

DURING THE PROGRAMME:

- When the participants will try to join via meeting link, they will be prompted whether to use their camera and/or microphone. Please disable your audio and then click “Join Now” to join the meeting.
- During the Question-and-Answer session only you can unmute yourself if you have any question to ask or comments to share. Otherwise keep your microphone mute.
- You can otherwise put your comments and/ or questions in the Chatbox available in the Google Meet interface during the programme.
- One frequently practiced issue to remember: Do not hit “Present Now” option during any time you are connected in Google Meet.
- Participants are requested not to post any introductory messages, greetings or irrelevant comments in the chatbox during the programme.
- Participants are requested not to leave the meeting until it is over.
- *(the organizers have the full authority to remove any participants or cancel his/her registration who will violet the instructions)*

AFTER THE PROGRAMME:

- Submission of Feedback form is mandatory in order to get the e-certificate
- The link for feedback form will be shared in the Google Meet chatbox at the end of the programme
- You are requested to submit the feedback after the Programme is over without delay
- As the certification is an auto-generated process, it may take few minutes to few days to provide e-certificates. So, Participants please be patient.
- No certificate will be provided to them who are going to watch the programme only through YouTube live Streaming link.
- YouTube link to watch the programme live : <https://youtu.be/gZF7iACx7Jg> (You can share the Youtube link to anyone you wish)

We wish the webinar is going to be fruitful one in all its regards. We will have a good experience there. Thanks for your cooperation and support.

See you soon.

Thank you.