

# Webinar Course Policy and Participation Guidelines

## Webinar Platform Used: Zoom

### General Information

Students are notified by email of class confirmation and Webinar guidelines up to 2 days prior to class commencement. Below is a sample of the email content:

#### Attachments

Class Handouts

#### Elaine Harris is inviting you to a scheduled Zoom meeting.

Topic: CE Class Topic for TIPICs

Date: Thursday, Mar 10, 2022

Time: 06:00 - 9:00 PM Eastern Time

[Join Zoom Meeting](#)

<https://us02web.zoom.us/j/87511053022?pwd=ZVpQYUlpbXY1S0NYNXJ3b2JpdVUvdz09>

Meeting ID: 875 1105 3022

Passcode: 129069

## Connecting to Zoom Platform

[If you are not familiar with Zoom, click here to view an instructional video.](#)

- It is important that you log into the Zoom meeting on the "scheduled date and time" ON TIME!.
- As previously stated, each meeting has a different link.
- After logging into the Zoom meeting, find the "CHAT BOX".
- Type your full name in the chat box using the following format, "**Your name is here**"; e.g. "Donna Edwards is here."
- At the end of each session, you are required to "sign out"; e.g. "**Your name is signing out.**"
- This method of 'signing in and out' provides attendance verification submitted to the Maryland Insurance Administration (MIA).

I encourage you to use a device that allows you to view the instructor's computer monitor; preferably a desktop, laptop or iPad device.

### Webinar Rules.

- Type questions or comments in the "Chat Box."
  - Be prepared to respond to the instructor's questions immediately by audio or "chat" when called upon.
  - To verify student attentiveness, be prepared to respond to the instructor's "polling procedures" at unannounced intervals during each one-hour webinar session.
- To earn designated class CE credit hours, students must participate in the full session.
  - Each continuing education (CE) credit hour earned will consist of one 50-minute session.
- Proper attire is required.
- No eating during the class session.