



# Recommendations for participating in your virtual Opportunity Passport™ Training

## Connecting to the training:

- You will be emailed a Zoom link. You will access both sessions of the Opportunity Passport™ through that link.
- Be sure you are in a space that has internet access.
- Please limit distractions for the duration of the two training sessions.
- Test Zoom ahead of time by using this link <https://zoom.us/test> to be sure your computer system will work properly at the time of the training.

## Training expectations:

- Participation: Please be prepared to ask and answer questions throughout the training and contribute to the conversation with the other participants.
- Video: it is helpful to Opportunity Passport™ staff if you keep your video on during the training.
- Audio: mute yourself when you are not speaking.
- Technology: joining the training from a laptop is ideal versus joining by a phone. Opportunity Passport™ staff may also direct you to other platforms during the training.

## Zoom features:

- Polls: there will be times that you will be asked to participate in questions that pop up on your screen.
- Breakout rooms: there could be activities that we will place you in breakout rooms with other participants to complete activities.
- Chat: you will be given links and further information in the chat feature of the zoom. You can also use this feature to ask a question of the trainers.
- Audio Mute: you will use this when you are not talking to help eliminate background noise.

*Thank you!*