

## **GPST REMOTE TEACHING RULES**

- Treat a remote HDRC/teaching session in the same way that you would a face-to-face session
- Ensure that you have an appropriate and confidential space for the session
- Only join sessions to which you have been invited
- Be ready to start on time
- Attend the whole of the session
- Dress as you would for a face-to-face session
- Always keep your camera on unless asked to turn off by the facilitator
- Mute your microphone unless speaking
- Follow your facilitator's instructions about asking questions or making comments (e.g. using the "chat" or "raise hand" function)
- Do not record or screenshot sessions unless you have specific permission to do so
- Some sessions might be recorded by the facilitator. You will be told about this and if you are concerned please let them know
- Be respectful to all your colleagues (both when speaking and using the "chat" function)