

## December 6 Virtual Trainer Day Event

### Virtual Code of Conduct:

- EMDRIA has zero tolerance for any form of discrimination or harassment and reserves the right to take any action deemed necessary and appropriate, including the immediate removal of a participant without warning.
- EMDRIA is committed to providing a safe, productive and welcoming environment for all Virtual Trainer Day participants, speakers and EMDRIA staff. All participants, speakers and staff members are expected to abide by this virtual event code of conduct.

### Recording and Privacy:

- **This zoom meeting is being recorded** but only the invited speakers should appear on camera in the recording. By participating in this event, you agree to be part of the recorded content.
- Participants are prohibited from recording, copying or taking screenshots of presentations, Q&A, or any chat room activity that takes place during this event.

### Audio Etiquette:

- **Mute:** To reduce background noise, participants should be sure to keep microphones muted.

### Video Etiquette:

- **Camera:** If you have your camera turned on, please be sure to use a neutral, professional or virtual background. Participants are not required to appear on screen during this event.

## Participation:

- **Q&A:** There will be allotted timeframes where participants can raise their hand and ask questions during each of the panel presentations.
- **Raise Hand:** We ask all participants to hold their questions until the speaker invites attendees to engage in Q&A. Use the “raise hand” feature to signal that you want to speak or ask a question during the Q&A timeframe.
- **Chat:** The EMDRIA staff will monitor the chat and respond to participants when available, but the invited speakers will not be expected to monitor the chat for questions, comments or conversation threads. Participants are invited to use the chat for general comments and conversations. Questions can be directed to speakers during the allotted Q&A timeframe.

## Technical Issues:

- **Troubleshooting:** Participants should be sure to test their microphone, camera and internet connection before the event starts and should make sure their software is up to date. If participants experience problems or technical difficulties during the zoom meeting, we recommend closing out zoom, restarting your computer and then re-entering the meeting. For additional information and assistance, go to <https://support.zoom.com/hc/en>

## Evaluation & Post Test

- Once the Virtual Trainer Day Zoom Meeting ends, participants will be able to immediately access and complete the program evaluation and post-test. Both the evaluation and the post-test must be completed by the deadline of Friday, December 13, 2024. Those who attend the virtual trainer day event in its entirety and complete the evaluation & post-test will receive a certificate of completion which will be issued by email on Monday, December 16, 2024.

If you have questions, concerns or need additional information please contact [info@emdria.org](mailto:info@emdria.org)