

Alcohol Education Initiative Programme: House Rules and Online Etiquette

- **Be ready to join Zoom 15 minutes ahead of your start time to complete enrolment.**
- **It is recommended that you join when the waiting room is open to allow for any technical issues to be fixed and to make sure you are ready and logged on in time for enrolment.**
- The two hour session must be completed and late comers will not be allowed into session
- You will be given a 10 minute break half way through.
- Ensure that you are in a quiet room. You might find it helpful to wear headphones.
- To ensure that your course is successful, we ask that all attendees abide by the following rules:
 - Make sure that your webcam is turned on. If you do not own a webcam or your webcam does not work, you may be asked questions in order to verify your identity.
 - Make sure that your microphone is muted and only turn your microphone on if you are required to respond to a question that has been directed to you.
 - Turn off mobile phones if not being used for the videoconferencing.
 - Turn off other applications such as email and social media.
 - Raise a hand if you need to ask a question or would like to comment.
 - You must not turn up for the programme under the influence of alcohol or drugs, or consume alcohol or drugs during the course, including break times.
 - Respect - we want everyone to feel confident they can express their opinions and we must respect that other people may have different opinions to our own, so we need to all watch our language and make sure that we don't use terms that others might find offensive. Sexist, Racist, Ageist or other abusive comments / language will not be tolerated
 - Be Open Minded - It's good to express our points of view, but we must do so with a willingness to also listen to others and remain open to the possibility of changing our mind.
 - You will be asked to reflect so please have a pen and paper ready.

ANY PARTICIPANT UNABLE TO FOLLOW THE ABOVE HOUSE RULES WILL BE EXCLUDED FROM THE COURSE AND THE UNIVERSITY INFORMED.