|  |  |
| --- | --- |
|  | Be present  Complete the absence form on the website if you can’t attend  Have your **full** name visible  Turn your camera on  Be in an appropriate setting  Be ready to learn  Participate  *Clothes are not optional!* |
| Chatham House rules apply  We hope you will feel able to chat freely and respect the confidentiality of anything discussed during the session. |  |
|  | Be mindful not to interrupt each other  It’s more difficult in remote sessions so take turns.  Raise your real hand, your virtual hand or write in the chat. |
| Get involved in breakout rooms  Take it in turns to volunteer to chair the room and be spokesperson for the room back in the main group. |  |
|  | Message the group with an apology if you need to leave to take a phone call, answer the door for a delivery, stop the kids killing each other, let the cat out etc. |
| Use your phone or computer only as a learning resource  It is not possible to have your mind completely on two things at once….even if you think you are an expert at multi-tasking! |  |
|  | Fill out the feedback form  Help improve and shape the programme  Mark your attendance at the session |

**Durham Tees Valley GP Training Programme**

**Remote Teaching Etiquette 2020**