**Logo, company name

Description automatically generatedNATIONAL TRAINING DAY 2021**

**GUIDELINES for INTERNS**

*Thank you for your preparation for the INROADS National Training Day on Saturday, July 17, 2021. By following a few guidelines and tips, you will get the most out of the day. Here are a few notes for you to ensure that you are aware of expectations for the day and can navigate the virtual space successfully.*

1. **LINKS to JOIN**: You must be registered to join your session. Go to <https://inroads.org/national-training-day-2021/> and click on the Interns button under the graphic.
   1. For the best experience on Zoom and on WebEx (for Challenge for Change) download the apps:
      1. <https://zoom.us/download>
      2. [Webex application](https://www.webex.com/downloads.html)

National Training Day GPS: A Roadmap has been created to help you navigate the day. A couple of sessions will require some movement. Be sure to click on the correct NTD GPS based on your track (East or West) and status - New (First-Time INROADS Intern) or Returning; Non-Grad or Grad (Graduating by Summer 2022).

Use your NTD GPS to determine where you should be. Switching to another link should take no more than a minute. Meeting information is on your NTD GPS and links will be shared via the Chat feature during sessions.

1. **ATTIRE:** **Business Professional!** On Saturday, you’re representing INROADS and of course - YOU. Make a great impression!
2. **VIRTUAL MEETING ETIQUETTE**
   1. Log on at least 5 minutes prior so that we can start on time and without disruptions.
   2. Ensure that your audio is muted.
   3. Your video camera must be on. If your camera is not on, the assumption is that you are absent. When taking breaks, it is fine to turn off your camera, however, turn it back on once you are back in your session.
   4. BREAKS
      1. Take breaks as needed. Due to the length of training, a long break has not been built into the schedule. Whenever you need to take a bio break, please do.
      2. During the Apple Challenge for Change, you and your teammates will determine at what point you will take a meal break. You have 90 minutes to complete your project. We recommend inserting a 20-minute break within that time frame.
      3. We recommend that you prepare snacks and lunch before National Training Day begins.
      4. If you choose to take a break during the time we are transitioning, make sure you are logged into your next session before going off camera – whether it is a breakout or transition to a different link. This will eliminate disruptions. The work that occurs during breakouts will begin immediately.
   5. Include your full name on screen. Do not rename to nicknames, etc. Remember…professionalism at all times. Your program managers will be scrolling through the participant list to identify you. They will need to recognize your name.
   6. Plug into the ethernet if possible.
   7. Be prepared to use other devices as backup. Using a computer screen is optimal but training can still be accessed via other devices such as phones and tablets.
   8. Be mindful of background noise and visuals. We have provided virtual background screens for you to download and use. Please check the Training Day Content folder at the link provided below.
3. **ENGAGEMENT – *What you get out of your sessions, depends upon how much you pour in.***
   1. Did you review the Prep Guide? If not, it’s a good idea to review it before training begins on Saturday. It can be found using the link below.
   2. Use the Chat Feature to share your thoughts, insights, and answers to questions posed during main sessions.
   3. Use the Raise Hand feature when the session facilitator announces that the session is open to questions, be prepared to ask your question on screen once you are called.
   4. During breakout sessions, engage in the discussion. The goal is for robust discussion and sharing to occur during the breakouts.
4. **EVALUATION**

Let us know your thoughts about National Training Day, complete evaluation surveys for each of the sessions by using this link. Your feedback will help inform how we shape training for INROADS Interns next year and beyond. Here’s the link: <https://survey.az1.qualtrics.com/jfe/form/SV_5iHy2MbtV5iq0vk>

**INFORMATION & RESOURCES -** For virtual backgrounds and additional resources for the day, please check the National Training Day folder here: [NTD Guide for Interns](https://inroadsinc3-my.sharepoint.com/:f:/g/personal/kowens_inroads_org/EqyPb0SFyxpEo-a_kbNkOSQBYTL6byBTAjFaPGtddS8Rxw?e=8bwD92)

Direct questions about attendance to your Program Manager.