



## Class Guidelines and FAQ

Classes are held on the ZOOM platform.

For a screen with both video and audio access, you will be sent a URL (internet address) to join through which works with PC, Mac, Linux, iOS or Android computer operating systems.

For just telephone audio access, you will be sent ways to join.

- through iPhone one-tap
- OR telephone number with Meeting ID

Here is the call-in information for all teleclasses :

To join the call, please click on :

<https://us02web.zoom.us/j/84896492044?pwd=dkdiZUo1NXJFSWtQeENTU1M1UUgrZz09>

Meeting ID: 848 9649 2044

Passcode: 112277

One tap mobile

+13126266799,,84896492044#,,,,\*112277# US (Chicago)

+13462487799,,84896492044#,,,,\*112277# US (Houston)

Dial by your location :

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

Meeting ID: 848 9649 2044

Passcode: 112277

Find your local number : <https://us02web.zoom.us/j/kExJZlWXr>

Here is a video tutorial on how to join a ZOOM meeting :

<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

## **If you have difficulty connecting through your computer:**

1. Try using a different web search engine (e.g. switch from Chrome to Firefox or Internet Explorer)
1. Contact your course admin contact Mungesh Saini - [mungesh@ltwindia.com](mailto:mungesh@ltwindia.com), [cftprograms@ltwindia.com](mailto:cftprograms@ltwindia.com); +91 9971220223 / +91 8655676776 (Whatsapp)

## **To help the calls run smoothly:**

1. Please dial in five minutes early so that we can begin on time.
2. If you have screen access, click on the "Raise Hand" button on your screen if you want to speak.
3. If you are dialing in by telephone Press \*9 to raise or lower your hand (indicating you want to speak)
4. Conduct yourself as though the meetings are in person. Instead of multi-tasking, give your full attention to the group.
5. If you need to leave the call early, please notify the facilitator (ahead of time if possible). This supports the leader in creating break out groups.

## **Attendance**

Teleclass attendance is vital to your training and required to meet the minimum ICF 125-hour requirement for certification. If you miss a class, you can listen later by accessing the link to the recording, but listening to recordings does not count toward your hours of training. While you only receive official credit for teleclasses you attend, you can bring yourself up to date with the content of a missed class by listening to the recording and participating in the discussions for the class.

## **Frequently Asked Questions**

### **What is a zoom class like?**

Our class is a live, interactive training class similar to a conference call, where you can step into deep heart-centered learning. Similar to a grad school discussion, the class is led by an experienced instructor. Most classes are highly interactive, with a mix of teaching, discussion, activities and coaching. You can ask questions, make requests and contribute your understanding to enhance the value of the learning. Your instructors will share tools and strategies for expanding your skills as a coach.

### **How do I access the recordings of classes?**

Links to all class recordings will be posted within 2 business days at your online course room (Content > Classes > Class Audio Links). You can listen directly at the website or download in an MP3 format.

### **What does a class cost?**

There is no charge for using the URL (internet address). For telephoning in the standard long distance charges will apply. There are no additional conferencing fees.