

## Virtual Learning Expectations

### Basic Requirements:

- You must have access to the internet.
- Prepare to participate actively with others, sharing experiences when comfortable.
- Try to limit the usage of nicotine products during sessions; this could be a trigger for others. There will be breaks for you to get food/drinks, smoke, walk around, etc.
- If participating in programs based on judicial requirements, your camera must be turned on. You must be visible at all times.
- To get the most out of the classes, it's highly encouraged you participate using a computer/laptop, not a phone.
- When you are not speaking, please mute your microphone. This prevents extra noise and disruptions.
- All information shared in the group is CONFIDENTIAL. This is considered a safe space for sharing. Also, recording of the sessions is not allowed.
- Arrive a few minutes early so the class can start on time. This also allows time for any problems signing on to be addressed.

### Our Refund Policy:

Please send refund requests to [info@saara.org](mailto:info@saara.org). Please make sure to include your name/address and training title. Refund requests will be accepted up to 48 hours before the training. All refunds will be processed via check and sent by mail.

### Tips for Using Zoom:

If you are new to using Zoom, please use the following link for instructions: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>