



# OISESA

Office of Independent  
Schools Evaluations  
Southern Africa

## OISESA Guidelines for Online Training

Connecting meaningfully with others in an online environment can be challenging. We ask that you give your full attention to the presenter/s and ensure that you follow these guidelines for online interactions.

- Use your full name as your Zoom or Teams display name for easy identification.
- Camera on; microphone off during the training session.  
Camera off; microphone off during comfort breaks.
- Phone off or on silent. If you must take / make a call, rather step away from your computer into a different space.
- Please do not eat or engage in other distracting activities while in the meeting. Drinking a beverage is acceptable.
- If asked to give feedback, be brief and mindful of time so that others also get to share.
- Please respond when the presenter tries to communicate with you, either via the chat function or on video.
- Use the chat appropriately. If you would like to contact another participant directly, please use the private message function. rather than sending a message to everyone.
- If possible, ensure that each person uses their own device to attend the meeting. This reduces noise levels and makes it easier to respond to individual questions.
- However, if a school prefers to attend as one group, please check the following:
  - Check noise levels / acoustics in the room.
  - Keep background noise and sound echoes to a minimum.
  - Limit background movement.
  - Ensure that individual speakers can be identified and clearly heard by the presenter/s.