

Special Instructions for participants of Online Programmes.

Dear Participants

We would like to inform you that from May 2022 SLIDA training programmes / modules are delivered online mode due to prevailing economic situation, the shortage of fuel in the country and the request of majority of participants.

Instructions should be followed given below;

1. You need to be ready with a smartphone, tablet, laptop or desktop computer including proper sound (Speaker, Microphone) and Video (Video Camera) equipment.
2. It is required to connect with internet which has proper speed and strength.
3. You may download the **Microsoft Teams App** (through web browser <https://www.microsoft.com/en-ww/microsoft-365/microsoft-teams/download-app> or Play store /App Store as you prefer) and properly install MS Team on your device.
4. Your user name, password is send to your email. Once you receive this, you are required to check whether you are able to access.
5. Join at least 15 minutes prior to the given time on the scheduled session by clicking on the given link. (Please note: You may lose the access to the programme if you login after 15 minutes of the starting time of the session).
6. When you stay in class online, please start video at the first instance because we will check the list of the participants on the screen to capture attendance.
7. For group activities and group presentations following steps need to be followed,
 - 7.1 Form your own group considering the power interruption schedule of particular area announced by Ceylon Electricity Board.
 - 7.2 After forming the group, inform Group Members' names, Registration Numbers and designations to the Programme Officer and Programme Assistant of SLIDA.
 - 7.3 The Date of the Presentation will be informed by the Programme/Module Coordinator.
 - 7.4 Accordingly please be ready for the group presentation
8. It is compulsory to participate in the programme from the beginning to the end of each session. If not, you will be marked as absent.

Registrar
SLIDA