Rules and Information about Gonit Sora webinars

Please find below important information and rules for our webinars. Please read them very carefully.

- Our webinars start on time (unless there is a technical glitch), so please be punctual. When you enter the meeting details (which will be sent to your registered email ids one day before the event) then you will be in a waiting room, we will start admitting the participants **5 minutes before the start of the webinar**.

- Please **use only your real name** to enter the meeting. If you use device names (like Samsung S7, Vivo, iPad, etc.) you will not be able to watch the webinar from Zoom as you will not be allowed in. If you do not know how to change your name, then please check this website: https://www.techjunkie.com/zoom-change-name/.

- We will **lock the meeting 15 minutes after the start of the webinar**, so if you do not join by this time then you will not be able to join the meeting.

- Please **be respectful of the audience and the speaker** like you would in an in-person talk, this includes coming on time. If anybody indulges in any discriminatory or abusive behaviour then the organisers reserve the right to remove that participant from the meeting. Once you are removed, you cannot rejoin and no e-certificate will be issued to you.

- Please **use the chat option to send your questions during the talk**. Please **avoid sending irrelevant messages** in the chat because it is distracting to the speaker and relevant questions might get lost in the exchange. Please **do not send any message asking for the feedback form**, we will share it on time (see the point below).

- We will **share a feedback link in the chat box at the start of the Q&A after the talk** which you will have to **fill-up within 2 hours of the end of the session (the same day)**. Only those who fill-up the feedback form will be issued e-certificates (please refer to the next

point for the timeline).

- Your **e-certificates will be sent to your email ids within 7 days of the event**. If you do not receive them within 7 days, please email events@gonitsora.com with your name and registered email id. **Please DO NOT email before the 7 days are over**, otherwise your emails will be unanswered.

- If due to technical difficulties (not related to network issues) you are unable to join the meeting before the meeting is locked (15 minutes into the webinar) then please send an email (events@gonitsora.com) with a **screenshot** of the issue clearly **showing the device timestamp** as well. We will still issue you e-certificates if the issue is genuine. However, all emails received after 15 minutes of the start of the webinar with this issue will not be answered.

- All our webinars are **recorded and live-streamed on Facebook**. You are welcome to watch them at https://www.facebook.com/GonitSora/videos/ . In case you do this, we cannot issue you an e-certificate. Comments on the Facebook video will not be answered regarding this.

If you have any query then please feel free to email events@gonitsora.com (ideally one day before the event).