

Remote Classroom Policies:

- Participation and Engagement:
 - Attendees are encouraged to actively participate in discussions and engage in interactive activities.
 - Utilize the chat or Q&A feature for questions and comments.
- Respectful Communication:
 - Foster a respectful and inclusive environment where all participants feel comfortable expressing their opinions.
 - Avoid offensive language, discriminatory remarks, or any behavior that may create discomfort for others.
- Punctuality:
 - Participants are expected to join the seminar on time.
 - Latecomers may miss crucial information.
- Technical Requirements:
 - Ensure a stable internet connection and have the necessary technical requirements for optimal participation.
 - Participants are responsible for troubleshooting their technical issues.
- Recording and Materials:
 - The webinar may be recorded for future reference.
 - Materials and resources shared during the webinar are for personal use only and should not be distributed without permission.
- Confidentiality:
 - Respect the confidentiality of other participants.
 - Avoid sharing personal information about oneself or others.
- Attendance and Certification:
 - Participants are expected to attend the full duration of the seminar to receive a certificate of completion.
 - Certificates will be provided based on active participation and engagement.
- Feedback and Evaluation:
 - Participants are encouraged to provide feedback on the seminar content and delivery.
 - An evaluation form may be provided for this purpose.
- Code of Conduct:
 - Abide by a code of conduct that promotes a positive and collaborative learning environment.
 - Report any inappropriate behavior to the seminar organizers.
- Q&A Session:
 - Utilize the designated Q&A session for asking questions.
 - If time allows, a brief open discussion may be facilitated.

In Person Training policies:

- Attendance and Punctuality (In-Person):
 - Arrive on time for in-person sessions.

- Notify the trainer or organizer in advance if you cannot attend a session.
- **Electronic Devices:**
 - Silence or turn off mobile phones and other electronic devices during training sessions.
 - Limit personal device usage to breaks or emergencies.
- **Breaks and Refreshments:**
 - Respect scheduled breaks for refreshments and restroom visits.
 - Dispose of waste responsibly, and keep the training area tidy.
- **Participation and Interaction (In-Person):**
 - Encourage active participation through verbal contributions and engagement in group activities.
 - Raise your hand to ask questions or share insights.
- **Materials and Equipment Handling:**
 - Handle training materials and equipment with care.
 - Report any issues with materials or equipment to the trainer or organizer.
- **Group Activities and Discussions (In-Person):**
 - Respect the opinions and contributions of fellow participants during group activities and discussions.
 - Follow the guidelines provided by the trainer for collaborative exercises.
- **Emergency Procedures:**
 - Familiarize yourself with emergency procedures, including evacuation routes and assembly points.
 - Follow instructions provided by the trainer or venue staff in case of an emergency.
- **Respect for Training Space:**
 - Respect the training space and the property of the venue.
 - Report any damages or issues promptly to the trainer or venue staff.
- **Completion Requirements (In-Person):**
 - Attend all sessions and actively participate to meet completion requirements.
 - Certificates of completion will be issued based on attendance and participation.

No Refund Policy: Registration for any course is non-refundable. Registrant may transfer registration up until 24 hours prior to the event. Please contact [email] for assistance in transferring a registration. Alternatively, registrant has the option to use the registration for a future event of equal monetary value.

Cancellation Policy: If for any reason, Equitable Food Initiative needs to cancel a seminar or workshop, registrants will be notified as soon as possible.

EFI's Customer Service Contact Information for all Training Options: For all inquiries, please contact arivera@equitablefood.org

By registering for our seminars and workshops, you acknowledge and agree to abide by the terms and conditions outlined in the No Refund and Cancellation Policies. Equitable Food Initiative reserves the right to update or modify this policy at any time.

