



CIPRIANI COLLEGE
OF LABOUR AND CO-OPERATIVE STUDIES



Caribbean World of Work Forum **6th - 8th September, 2023**

Disruption | Resilience | Just Transitions

General Guidelines for **Online Delegates**

GUIDELINES FOR ONLINE DELEGATES

1. Please ensure you have completed the registration process and obtained your conference ticket details via email. These tickets will only grant you access to the conference sessions on our Zoom Events platform. Please note that swag bags are limited to in-person delegates. To register, visit the conference website - cclcs.edu.tt/cwf-2023
2. Zoom Events is the selected platform that would be used for streaming the conference to accredited delegates. You are required to log in to the Zoom Events using the same Zoom email address you used to register with.
3. You are asked to desist from sharing your Zoom credentials with anyone. Only one user can use your credentials. Additional users of your credentials will not gain access to the conference page.
4. We recommend that you log in to the Zoom Events Platform page at least fifteen (15) minutes before the start of the day's events. This is to sort any technical issues you may have prior to the start of the sessions.
5. If you have any questions during the sessions, we kindly ask that you use the "Raise Hand" feature or chat box option to get the attention of our support staff. You are also reminded to keep your microphone muted when you are not speaking. Please be mindful that onsite participants will also have the opportunity to ask questions, and the Moderator will also be facilitating their participation as well.
6. Please use the Zoom Events Guide or follow the guidance of Conference staff when navigating the platform from one session to the next.
7. Disrespectful or offensive language or any form of abuse to Presenters, Hosts, Co- hosts, Moderators, staff and your fellow delegates would NOT be tolerated and may result in expulsion of the offender from the activity or the day's activities or entire Conference.
8. Should you need assistance during the day please let us know via the chat in the main room or contact us via phone 1-868-609-3064 ext 624 or email cwf@cclcs.edu.tt.