



EMDR Institute Basic Training Virtual Zoom Meeting		
Schedule:	Confidentiality for Virtual Meetings:	Ideal Virtual Meeting Space Considerations:
<p><b>Daily Schedule</b>  <b>Registration / daily check-in:</b> 8:00 - 8:30 AM  <b>Didactic:</b> 8:30 AM - 12:00 PM  <b>Practicum:</b> 1:00 PM - 5:00 PM (4:00 PM Sunday)  <b>Daily Breaks:</b> (will be announced each morning)  <b>Lunch:</b> 12:00 - 1:00 PM  <b>NOTE:</b> Attendance at entire training is required</p>	<ol style="list-style-type: none"> <li>HIPPA-compliant Zoom meeting platform will be used</li> <li>HIPPA-compliant ProProf.com will be used for document management</li> <li>Participant's Agreement</li> <li>HIPPA-compliant trainings require participant to be alone in meeting space</li> </ol>	<ol style="list-style-type: none"> <li>Private, confidential space, free of all interruptions</li> <li>Distance of body from screen (recommended 12-18")</li> <li>Lighting toward face, not back lighting / window</li> <li>Stabilize device on flat surface</li> <li>Water, tissues, notepaper, pen, EMDR training manual</li> </ol>
Zoom Tech Requirements:	Documents / Forms / Printed Communication:	Ideal Virtual Communication Considerations:
<ol style="list-style-type: none"> <li><b>Internet connection:</b> broadband wired or wireless (3G or 4G/LTE)</li> <li>Minimum <b>bandwidth</b> is 600kbps (up/down) and recommended is 1.5 Mbps (up/down)</li> <li><b>Check your internet bandwidth</b> using www.Speedtest.com (or specific to your internet provider)</li> <li><b>Strongly recommend computer</b> rather than iPad/tablet</li> <li>Strongly recommend <b>Chrome or Firefox browser</b> (others may not be supported by BLS software which may be used during practicum)</li> <li>Recommend <b>ethernet plug</b> hardwired to computer</li> <li><b>Limit # devices</b> accessing WIFI during meeting</li> <li>Connected to <b>power source</b></li> </ol>	<ol style="list-style-type: none"> <li><b>Participant's Agreement</b> must be signed and returned to EMDR Institute PRIOR to pre-training</li> <li><b>Evaluations</b></li> <li><b>Course quiz</b></li> <li><b>Consultation referrals</b> (find in back of manual)</li> <li><b>Consultation forms</b> (find in manual appendix)</li> <li><b>CE Certificate</b> (will be sent upon completion of event and receipt of quiz and evaluations)</li> </ol>	<ol style="list-style-type: none"> <li>Meetings will start promptly on time</li> <li>Important to use computer with microphone / speaker</li> <li><b>Headphones / earbuds</b> may be preferred for afternoon practicum</li> <li><b>Disable</b> alerts, bells, pop-ups, notifications</li> <li>Utilize <b>mute</b> button</li> <li>Leave <b>video function</b> on at all times except during breaks</li> <li><b>Raise hand</b> or use Zoom indicator buttons to speak with training staff / moderator</li> <li>Have <b>cellphone nearby</b> for alternate access to training staff if connection fails</li> <li><b>Videotaping and recording of any kind with any device is strictly prohibited</b></li> </ol>