

## **FOTA WORKSHOP ETIQUETTE**

**Our Workshop Etiquette Guidelines have been created so that everyone in the classroom is able to focus on the material being presented without distraction to the teacher and to one another, creating an optimal environment to learn.**

- Respectfully give your full attention to the instructor!
- Keep chatting with your neighbor to a very minimum - arrive early or use breaks for conversation and fellowship.
- When asking questions in the group setting, make sure your question will benefit the entire group; if not, perhaps ask during one-on-one time when the instructor comes to your seat.
- Please do not monopolize the instructor's time - it can take away from the opportunity of others for fair attention from the instructor.
- If seated at a shared table, be aware of your actions and how they affect the person beside you (i.e. erasing and shaking the entire table).
- Avoid the use of perfumes and fragrances as many have allergies.

CELL PHONES: Please keep cell phones SILENCED during the workshop; otherwise please step outside the classroom to do so

FOOD: Each workshop location has their own set of rules re: food, snacks and drinks. See Workshop Chair for details.

DO NOT post on social media OR take any pictures without the EXPLICIT CONSENT of the instructor. It may be very distracting to them as they teach. (See following page on Social Media for further details)

DO NOT take videos of Instructor/Faculty demos without the EXPLICIT CONSENT of the Instructor. If authorized by the instructor, limit photo taking during lunch or breaks. We hope that this will help with creating the best workshop experience for you, our attendee.

Enjoy your time and above all, have fun while learning!

Kindly,  
Your FOTA Workshop/Housekeeping Team

