

Course:	SuiteWeek
Class Dates and	Monday October 14, 2024 – Thursday October 17, 2024
Times:	9am – 2:30 pm Singapore time
Language	This class will be taught in English.
Pre-work	You must complete the required pre-work in the Learning Portal before attending class (refer to your class confirmation email for details).
<b>Pre-Class Check-in</b>	It is mandatory that each attendee join a pre-class check-in session, to ensure you are
Session	fully prepared for your class. In the session your class facilitators will:  • Explain how the class will be structured
	<ul> <li>Review Zoom features that will be used for the class delivery</li> </ul>
	<ul> <li>Ensure that you have access to all the resources and tools you will need for the class</li> </ul>
	<ul> <li>Answer any questions you may have about the pre-work</li> </ul>
Zoom Invitation	Watch your inbox for Zoom invitations:
	<ul> <li>Check-In session invitation will be sent approximately two weeks before class</li> </ul>
	Class invitation will be sent after Check-in session
Webcam	A webcam is not mandatory, but it is recommended! At certain points, the Facilitators
	will invite attendees to use their webcams such as at the beginning of each class and
	during the wrap-up portions at the end of each day.