

**Procedures of Enrollment, Registration and Attendance  
of Web-CPD courses  
organized by Advanced Technovation Limited**

**Introduction**

1. Due to the outbreak of the CIVID-19 virus, our future CPD courses will be delivered on the web using Zoom until further notice.
2. As we cannot provide coffee breaks, lunch and a hard copy of the class notes, our fees have been reduced by HK\$500.

**Enrollment**

3. Enroll the Web-CPD course that you choose to attend online or through e-mail and make payment.
4. You will receive a confirmation of your acceptance for the enrollment of the Web-CPD course through e-mail. Please double check your name.
5. Your name is the only ID recognized by the system throughout the process. If you change your name during the process, you may encounter all kinds of problems.
6. The e-mail address will be used to receive your Zoom registration information. Make sure it is accessible by you on the day of the Web-CPD course.
7. You need to install the free Zoom app on the device that you plan to use to register and attend the Web-CPD course.

**Registration and Attendance**

8. Around 8:00 a.m. on the day of the Web-CPD course, you'll receive an e-mail with a link to register for the morning session of the Web-CPD course in Zoom.
9. Click the link will take you to the Zoom registration page. Fill in your first name, last name and e-mail address. If you enroll as "CHAN, John Tai Man", please fill "John Tai Man" in the space for first name and "Chan" in the space for last name. If you use a different name, you may cause significant delay to get into the waiting room and/or conference room of the Web-CPD course. Fill in the e-mail address that you are going to use to attend the Web-CPD course, it can be different from the one that you use to enroll the Web-CPD course.
10. If your registration is successful, you'll receive a link to enter the waiting room of Advanced Technovation Limited for the Web-CPD course.
11. Click the link will take you to the waiting room of Advanced Technovation Limited for Web-CPD course. You'll be approved in turn to enter the conference room.
12. Once you are in the conference room, you can see all the other participants. You can mute your microphone if you do not want to be heard. You can stop your video if you do not

want to be seen. You can chat to everyone in the conference room or you can chat to your selected friend privately.

13. If you have any questions during the Web-CPD course, send them to the host or the speaker openly or privately in the chat room.
14. At the end of the morning session, we'll adjourn the meeting.
15. Around 1:00 p.m. on the day of the Web-CPD course, you'll receive an e-mail with a link to register for the afternoon session of the Web-CPD course in Zoom.
16. Steps 9, 10, 11, 12 and 13 are repeated for the afternoon session.
17. At the end of the afternoon session, we'll close the meeting.
18. Your registration records will provide the documentation of your attendance of the morning and afternoon sessions of the Web-CPD course.
19. Your original Certificate of Attendance and receipt will be sent to you by mail after we have confirmed your attendance at the Web-CPD course.
20. For information on Zoom, you can go to:  
[https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?\\_ga=2.113118404.1964918456.1595918128-2093748464.1595431122](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.113118404.1964918456.1595918128-2093748464.1595431122)