

2021 Pacific Northwest Pretreatment Workshop Attendance Monitoring Standard Procedures

The Pacific Northwest Pretreatment Workshop will closely monitor attendance through participation in each presentation of the training series by applying the following standard procedures:

- 1) At the end of each presentation the attendee will be required to answer a poll question related to the presentation. The answers will be documented.
- 2) Discussion and Q&A chats will be utilized to allow attendees to actively engage in each presentation.
- 3) Sign-In and Sign-Out for each attendees' unique log-in identification number will be recorded and documented.
- 4) Visual contact will be established using cameras for each attendee; we will encourage attendees to utilize the camera feature.
- 5) Attendees will be asked to not share their unique log-in identification number and instruct each attendee from the same agency to register separately.