



Guidelines for Attending Virtual Training Programs and Receiving Certificate

Soy Excellence Center – MENA

The method for confirming your attendance in the virtual training program is done by filling out the registration form, which will be shared in the Zoom chat box during the training session.

- ◆ The registration form link will be shared approximately every 15 minutes to ensure that all participants, including those who join late, have the opportunity to register.
- ◆ You are required to fill out the form only once, even if the link is shared multiple times during the session.

When filling out the form, please pay attention to the following:

- Make sure to enter your email address correctly, as it will be the primary means of communication used to send the post-training survey, training materials, session recordings, and your certificate.
- At the end of the form, there is a field where you should write your name in English as you want it to appear on the certificate (first name and last name only).

✉ After the training ends, you will receive an email the following day containing a link to the post-event survey, which you must complete.

📌 The survey is available in both Arabic and English, and you can choose your preferred language.

- ✓ After submitting the survey, you will receive an email within a few days that includes:
 - The session recording
 - The training presentations
 - Your certificate of attendance

Therefore, it is very important to register through the link, ensure your email address is entered correctly, and complete the post-training survey.