Text in inverted commas to be auto populated from software

Subject: IiPM presents: “ Name of the Programme”

Dear All,

Greetings from IiPM!

Please find attached the schedule for “ Name of the Programme”

being conducted by “ Knowledge Partner “and delivered by their expert faculties.

The link for the meeting on Zoom platform is  attached please.

**Programme Title    :** “ **Name of the Program**”

**Date                            :           “Programme Schedule”**

**Venue                         :           Through Virtual Mode**

**Register in advance for this meeting:**

**“ Zoom registration link”**

**Meeting ID: “Zoom meeting ID”**

**Security Passcode:  “Passcode”**

**After registering, you will receive a confirmation email containing information about joining the meeting. Don’t share the link with anybody. Kindly register through official mail Id only.**

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**Kindly note that Before the program starts each day,  there would be daily  one hour Yoga session from “ Yoga Schedule”, the zoom meeting link for the same is attached, kindly note that no registration is required for attending the Yoga session and this  link is separate from the program link.**

**Platform     : Zoom**

**Meeting ID : “ Yoga Zoom Meeting ID”**

**Password    : “Yoga Passcode”**

**Link** : “Yoga Zoom Link”

**Yoga classes are compulsory.**

**Important instructions to participants :**

1. **Attend the programme  from your  residence & keep your  Controlling Officers  informed, please join 15 minutes before the program starts.**
2. **Keep the Camera ON at all times & Mic Off (to be switched  on when requested / when required to interact)**
3. **Come prepared to each virtual class and read all pre-reads/study material/case study as per the schedule. Any negligence in this regard would be taken seriously by Professors and they may bar you from further class participation/discussions.**
4. **Participants need to have a Laptop/PC with internet connectivity and Zoom application installed**

We look forward to your presence in the prgramme, which I can assure you, will be highly interactive and intense.

Program schedule, faculty profile and list of do’s and don’ts are attached