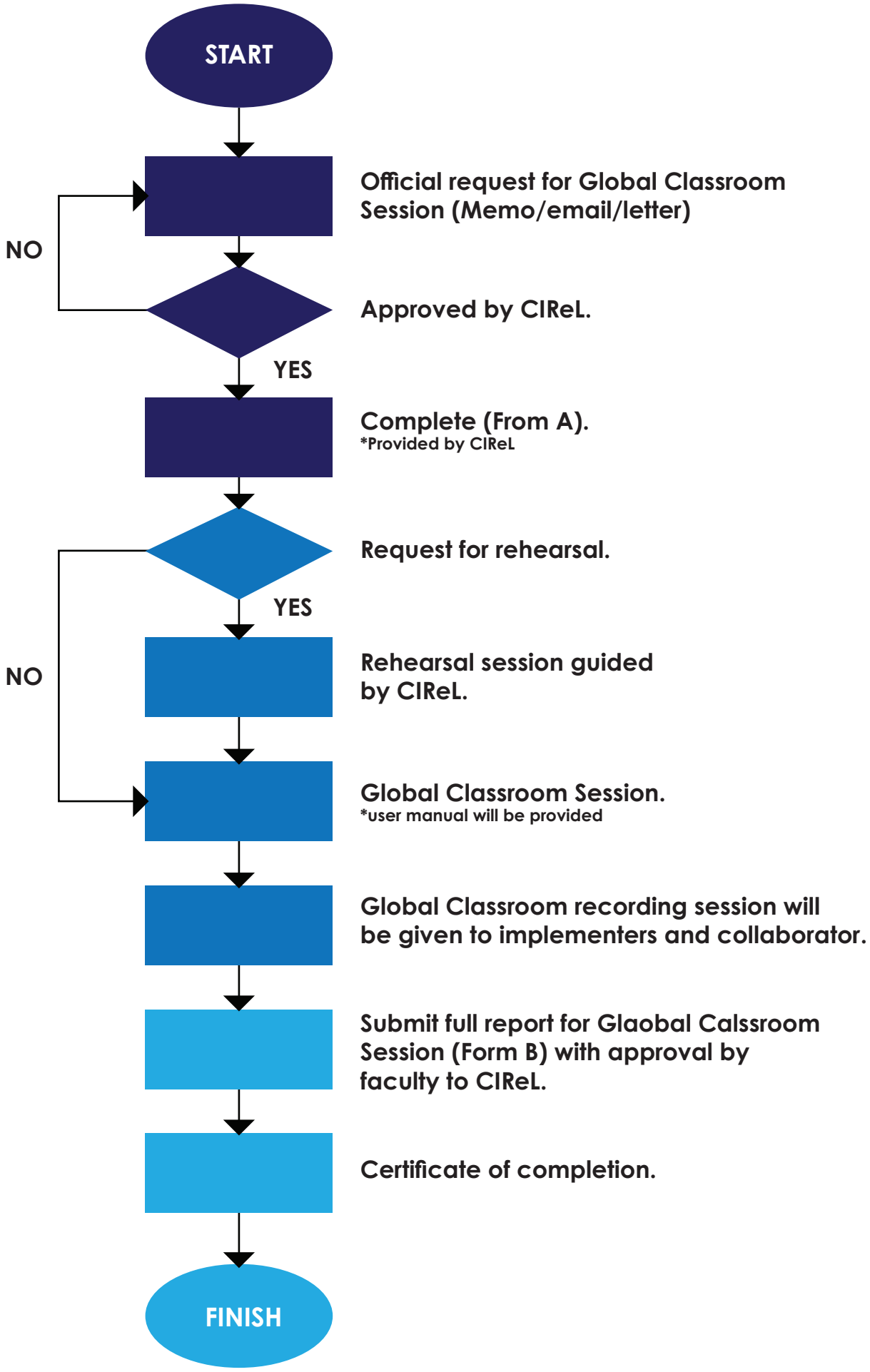STANDARD OPERATION PROCEDURE (SOP) FOR GLOBAL CLASSROOM SESSION