



Event Ground Rules

Ground rules are important as we aim to maintain a positive environment for our presenters and attendees. We want to ensure that we are providing a space to bring out the best communication, ideas and collaborations.

- **Be on time.** We promise to start and end the meeting according to the times on the agenda. If you arrive late, please don't interrupt the event. Simply remain silent and catch up as best as you can.
- **Be Prepared.** Come to the event a positive attitude. Please review the event advert or programme and any attached documents before the start of the event. Also, test your equipment and Zoom software application the day before, make sure it is working. You might want to download the Zoom desktop software beforehand.
- **Identify yourself.** Before you begin speaking, please state your name, institution (if any), and **briefly** inform our listeners about your background, for example, if you are a student, academic, practitioner, festival goer, etc. Everyone might not recognise you and it's an opportunity for everyone to become acquainted with you.
- **Participate.** Be candid. Speak clearly (**no foul language**). Everyone in the meeting is expected to share ideas, ask questions, and contribute to the discussions at the designated times. Be kind, especially if you hold different views and opinions from other attendees. There will be specific times in the programme for participations such as Q&A, and during round table discourse. If you wish to participate, please use the raise your hand function in Zoom, and one of the hosts will acknowledge and unmute you.
- **Internet Connection.** Internet connections can be tricky. Be patient. If you are presenting and you are experiencing a bad internet connection the moderators may most likely ask you to exit the event and come back again. This is the same if you are making a comment at the roundtable discourse. This is so that things can keep moving and we do not get stuck waiting too long for individual connections to reconnect.
- **Video Backgrounds.** Be mindful of your background. If you decide to put on your camera please remember to choose a non-offensive background. If you do not wish to use a video background find a calm and subtle space in your surroundings.
- **Mute yourself.** Background noise disrupts the event for everyone and might prevent us from hearing the information that we need. Choose a quiet location – away from pets, children, etc. Turn off the TV and any music. There is a mute button on your phone for a reason. The mute button is your friend. Also, use the Zoom mute button when you are not speaking.



- **Do not multi-task.** Stay mentally present. It is easy to get distracted on an online/virtual event. But our objective is important and we need your full attention in order to meet the goals of the event. You are attending this event because you believe you have something unique to contribute to a growing festival culture community.
- **Speak slowly (not too slowly) and clearly.** Please try not to talk over another speaker. If there are multiple participants, people tend to talk at the same time – making conversations extremely difficult to understand. Please raise your hand and wait for the host to acknowledge you before speaking. Try to speak one at a time so that we can follow your point in its entirety.
- **Stick to the agenda.** Please try to stay focused. Whilst we do encourage inter-, multi-, cross-, trans-disciplinary approaches we must remember that this event has a specific purpose. Let's all aim to stick to it.
- **No one-on-one side conversations.** All discussion is meant for everyone.
- **Ask for clarification.** If there is something that you don't understand, please ask for clarification. If you don't understand the issue or solution, then there are probably others that also don't understand.
- **Attack the problem, not the person.** There will be differences of opinion. You will not agree with everything that is discussed. But please be open to hearing other people's perspectives. If you don't agree, respectfully challenge the idea – not the person. Blame and judgement gets us further from the solution, not closer. Honest and constructive discussions are needed to obtain the best results.
- **Security: Zoom Booming and Boomers.** We are a respectable network working in the field of research, culture and education. We have done our very best to make sure we create a safe space for our presenters and attendees to communicate, collaborate and share.

However much vetting and security we uphold there is always a chance for people to hack into a zoom meeting or for persons who we have been invited to behave in a manner that is not in keeping with our ground rules. In such situations we will deal with the matter by immediately blocking such individuals and apologise in advance for the disturbance.

We have heard of many horror stories of Zoom bombing, and whilst we cannot be held responsible for things outside of our control please be assured that we will do our very best to address such matters quickly in order to continue with the event. If you notice any suspicious activity during the event please message one of the moderators privately so that they can deal with the matter quietly and efficiently. Please note



that we have partnerships with other organisations who would not be held responsible or liable if anything untoward occurs during the event.

As a general rule we suggest that a single slip-up might be given a pass. But the moderator reserves the right to message you and explain that the violation will not be tolerated a second time. Repeated violations will result in being blocked.