

## **Online Event Guidelines**

We are delighted to be offering online events for all ages, using a variety of online providers. In order to ensure everyone has an enjoyable and safe experience when joining one of our events we have put together the following guidelines.

Most of our public events are hosted using a webinar provider called Demio. These talks, workshops and learning sessions are formatted so the interaction from participants is limited to the typed chat function and anonymous polls only. Participants are not visible or audible at any point during the event.

We will occasionally use Zoom for some more interactive workshops and with these events you may be both visible and able to unmute yourself. This will be explained in the confirmation email received when you have booked one of these places.

### **Staying Safe Online**

- Never share personal information about yourself or someone else
- Be polite and respectful:
  - No swearing
  - No discriminatory or offensive comments or behaviour
  - No political comments
- If you are visible to others, please be aware of your surroundings before you join:
  - Check your background for anything you would prefer to keep private – consider blurring your background
  - Mute yourself if you are not talking
  - Ensure there are few disruptions such as pets or other people in the room
  - Wear appropriate clothing
  - Take turns to talk and avoid talking over another speaker
  - Use the in-app functions where appropriate (i.e. raising hand button)
  - Do not take photographs or screenshots which contain other individuals

If a participant is not following the guidelines we will firmly ask them to stop. Any further disruption will not be tolerated and will result in the participant being blocked from the event.

### **Be Prepared for Technical Difficulties**

Try to log-on in good time to ensure everything is working properly. A laptop connected directly to the router will have a better connection than using wi-fi on a device situated in a different room to the router.

If you are having problems connecting:

- Try leaving the event and re-entering
- Check your device's sound settings
- Try using a different browser (Chrome, Firefox etc)
- Try another device
- Move closer to your router

### **After the Event**

Most of our events are recorded and will be made available to watch afterwards to registered participants. This is for your own use only and not to be shared wider.

Please consider leaving feedback using the anonymous feedback survey link we will send you. This will help us improve our events for all.

If you feel there was a safeguarding issue raised during a live online event, please email our Designated Safeguarding Officer, Becky Vernon-Clinch at [becky.vernon-clinch@hmwt.org](mailto:becky.vernon-clinch@hmwt.org).

