Event Guidelines and Information

Contents

[1. Safe Space Disclaimer 1](#_Toc54091939)

[2. Guidance for Participation 1](#_Toc54091940)

[3. Alternative Forms of Participation 2](#_Toc54091941)

[4. Point of Contact and Feedback 2](#_Toc54091942)

# Safe Space Disclaimer

To create a safe environment, in which everybody feels welcome to express their views, we would like to share the following guidelines:

* We respect the opinions of others in discussions.
* When we disagree, we make sure that we use arguments to constructively criticise the idea, not the person.
* When offering an opinion or answering a question, we support our assertions with arguments and evidence, **not** generalisations.
* We avoid dominating discussions.
* We are open to the ideas and experiences of others in the group.
* We are conscious of body language. Nonverbal responses can also indicate disrespect.

# Guidance for Participation

* Please be advised that the event will be recorded and parts of the recording may be shared with other UCL staff wishing to learn more about Green Impact.
* Please ensure that you have your microphone and cameras on mute when you are not talking to the group.
* Participants can make use of the [Microsoft Teams Captions Function](https://support.microsoft.com/en-us/office/use-live-captions-in-a-teams-meeting-4be2d304-f675-4b57-8347-cbd000a21260).
* Please ensure that your camera is switched on when you are talking in case somebody is lip reading.
* If possible, please use a headset and a microphone to cut out background noise
* Please have your background blurred or [select a background](https://www.youtube.com/watch?v=vd7_Wtv-vXI) image when you are speaking to the group. Not only does this use less bandwidth it also reduces distractions for others. Choose a subtle background as some of the more vivid ones may cause visual disturbance issues.
* To ask questions please ….
	+ Write in the chat. A team member from Sustainable UCL will be monitoring the chat throughout the session, so that participants do not have to follow the chat in order to be able to follow the session.
	+ Or, raise your hand electronically and ask a question by switching on the camera and microphone.
* Any slides used during the event will be made available at least 24 hours before to all registered participants.

# Alternative Forms of Participation

* If you are unable to access the Teams session, but would still like to learn more about Green Impact, please get in touch with Georgia Cavanagh via g.cavanagh@ucl.ac.uk to arrange this.

# Point of Contact and Feedback

* Please reach out to Georgia Cavanagh at g.cavanagh@ucl.ac.uk for any accessibility requirements you might have and for any further information about the event.
* We encourage and appreciate your suggestions. Please let us know ways to improve the effectiveness of the session for you personally or for other staff or staff groups by emailing Georgia Cavanagh at g.cavanagh@ucl.ac.uk.