

# GUIDELINES/ GROUND RULES FOR ONLINE EVENTS



**Birmingham &  
Black Country**  
Wildlife Trust

## To be shared prior to event:

Ground Rules for online events. We reserve the right to remove anyone from an online event who does not respect these rules.

### Respect

- All participants should respect one another by conducting themselves appropriately and in a polite manner
- Treat everyone with a positive and constructive attitude
- Refrain from interrupting or disturbing anyone
- Practise inclusive language (this includes avoiding the use of jargon and acronyms)

### Privacy

- We suggest a shared living space is the best location to join the meeting from
- Ensure there are no identifying features on yourself or in your background such as addresses, photographs of others, or uniform with names. You may want to blur your background
- Do not take screenshots of the session or record it in any way
- You may want to change your name to your first name only, or use initials

### Practicalities

- Please keep microphones on mute when you are not speaking, and ensure you're in a quiet space when you are speaking
- Where you are comfortable and able, please turn cameras on to promote an engaging environment
- Please wait to be invited to ask questions, and use the 'Raise Hand' feature when you would like to speak, unless the host explains otherwise
- Arrive to the meeting with plenty of time, in case you have any technical issues in joining