The BIT Collective Online and In-Person Event House Rules

Last Updated September 2022

House rules:

1. Note that these meetings are open to everyone. Please avoid naming names and only reveal information about yourself with the knowledge that we cannot guarantee that it remains confidential.

2. If you have an issue with another attendee or issue raised, please inform the designated Welfare Officer at the event.

3. Respectful communication:

    a. Please use people's correct pronouns. If you are unsure, just ask!

    b. Avoid using offensive or derogatory language.

    c. Refrain from interrupting the person speaking. If you would like to speak, please raise your (virtual) hand.

    d. Please give trigger warnings when raising sensitive or distressing issues.

    e. Do your best not to dominate the conversation – give everyone the chance to speak.

    F. Mute yourself when you aren't speaking

Rules for the BIT Collective Host/Facilitator:

1. Introduce the speaker/host and welfare officer

2. Run through the house rules

3. Offer the chance for everyone to check-in and introduce themselves (if there is time)

4. Let people know that the session is being recorded for safeguarding purposes, and that the recording will be stored securely and deleted after 30 days

5. Offer the chance for everyone to check-out/debrief at the end of the session