

## **GEA III Report Feedback Sessions: Guidelines for Participation, and Engagement & Conduct**

---

### *Guidelines for Participation*

---

The GEAIII feedback sessions will be held using the Zoom meeting platform. These guidelines are intended to provide assistance for participating in this meeting. **Please read them through in advance to the meeting to help us ensure a smooth run of the meeting.**

**If you have any doubts or questions, please send an email to [ag@arcticiceland.is](mailto:ag@arcticiceland.is)**

As we all know, there can be technical glitches during online meetings. We are grateful for your patience and understanding with any issues that may arise. We also welcome feedback and suggestions following the meeting on how the experience might be improved and will send you the relevant form after the meeting has concluded.

#### **Login time**

The Zoom meeting room will open 30 minutes prior to the meeting start time. We ask that all participants log in no later than 15 minutes prior to the meeting start time, so we can assist with technical issues and be ready to start the meeting on time. Please contact Andrii via [ag@arcticiceland.is](mailto:ag@arcticiceland.is) or mobile phone +354 618 3662.

#### **Logging in**

Joining the meeting via the internet on a computer, smart phone or teleconference equipment is strongly encouraged for all participants. However, information for phone-in is available for those who are only able to participate by phone.

All participants joining by internet or phone will be asked to identify themselves with their full name when joining the meeting. You can edit the name that appears in the Zoom app by clicking the pencil icon next to your name. Only registered participants may join the meeting.

For delegates joining by phone, we ask that they dial in a minimum of 15 minutes prior to the start of the meeting, so their registration can be confirmed.

#### **Web cameras**

Only the Meeting Chair, Key presenters, Commentators and Special guests should initially have their video on. Once formal presentations and comments have concluded other participants can turn on their video, particularly when speaking or asking a question. Please consider turning off your video when you have finished speaking to optimize the quality of the meeting and avoid technical difficulties.

## **Audio**

All participants are asked to mute their microphones when not speaking. Using a headset will likely improve audio quality when joining from a personal computer/laptop. Delegates participating by phone can mute and unmute their phone by pressing \*6.

## **Meeting Participation**

### Requesting to Speak

After the Key Presenters, Commentators and Special Guests have concluded their contributions the Meeting Chair will open the floor to comments, suggestions, and questions from all participants.

To indicate your desire to speak please use the 'Raise hand' function in Zoom and we will maintain a speaker's list and try to get to everyone in due time. It is also possible to use the chat function to provide comments or questions, articles or links to interesting materials.

When speaking, participants are encouraged to keep their questions and/or comments as concise as possible.

Those using smartphones for participation can both raise their hand and use the chat function.

The GEA III session support team will be monitoring the chat and meeting screen to keep an updated list of speakers for the Key presenters, Commentators and Special Guests.

### Presentations

Key Presenters are encouraged to use slide shows to better explain the structure and content of their chapter but we ask that they be selective to keep the number of slides to a minimum.

Commentators decide whether they feel necessary to use slides during their commentary but we ask that they be very selective in choosing relevant material.

## **Security**

We ask you to not distribute the log in information without information for registration. This is particularly important when it comes to social media platforms. Only registered participants will be allowed in the meeting.

## **Recording and Photos of Meeting**

The meeting / session will be recorded by the GEAI team to support record of comments and suggestions. This recording is for internal use only and participants are requested to not record audio or video of the meeting.

The Chair of the meeting / session will also ask participants to confirm whether they have concerns with meeting participants taking photos during the meeting to share on participants

social media channels. If any participants express concern with photos being shared publicly of the meeting, no photos should be taken during the meeting.

---

## *Guidelines for Engagement & Conduct in the Meeting\**

---

### **Statement of Intent**

Our common intent is to engage in a discussion and sharing of knowledge with an open mind, fostering a good spirit and a sense of community. We invite all participants to be thoughtful in their interactions.

### **Engagement Guidelines**

To welcome diversity of views and opinions and strive for inclusive, transparent, and open communication.

To share the Air and be considerate, respectful, and collaborative in speaking and listening.

To address our place, intentions, power, and value as an individual and a representative of a group or institution.

To foster reciprocity in the relationship between researchers and community and to obtain permission for use of stories, ideas and information, images shared during our discussion and collaboration.

Not knowingly make false or misleading statement(s) (or engage in activities) that could be viewed as offensive or defamatory to a session participant or organization.

To work jointly on identifying problems and adjusting our approach when we fail to meet these guidelines. Report any concerns regarding the meeting /session or participant statements or behaviors directly to organizers.

### **Guidelines on Unacceptable Behavior**

Harassment, intimidation, or discrimination in any form will not be tolerated.

Abuse (verbal, written, or physical) of any participant including intentional use of incorrect pronouns

Use of social or mainstream media to target individual actions of participants in a way that could harm their privacy and/or reputation

Disrespect of the rules and policies of the meeting or disruption of presentations

Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national



origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, staff member, service provider, or other meeting guest.

Failure to meet these guideline will result in the individual in question being kicked off the meeting.

\*Respectfully drawn from the ASSW 2020 Guidelines