



SRP 2021 VIRTUAL MEETING BEST PRACTICES

Statement of Intent

As we gather to discuss and share science and different knowledge bases, we must remember to come with a willingness and open mind and foster good spirit, so that we can create a sense of community - even online. We get out what we put in, and we invite all SRP participants to be intentional and thoughtful in their interactions. SRP is committed to providing a safe, productive, and welcoming environment for all meeting participants and staff.

Engagement Principles and Guidelines

- Value a diversity of views and opinions - speak without judgment or argument
- Strive for inclusive, transparent, and open communication
- This is an opportunity to be curious - put aside assumptions
- Share the Air - we all have something to learn and something to share
- Be considerate, respectful, and collaborative in speaking and listening
- Don't prioritize or value some knowledges over others
- Please respect your fellow participants by using good practices for communication
- Be respectful and aware of diverse experiences and histories

Expected Behavior

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Acknowledge the contributions of others.
- Avoid personal attacks directed toward any participants.
- Be mindful of your surroundings, of your fellow participants, and of Meeting etiquette. Respect scheduling and direction from a Chair, Moderator, Facilitator or Leader.
- Participating in SRP meetings assumes that individuals have consented to their presentation being recorded; meeting organizers will be explicit when they are recording and sharing any meeting materials.
- Respect the rules and policies of Conference venues / facilities / platforms.
- Report any concerns regarding the Conference or participant statements or behaviors directly to SRP staff at srpmeeting@parthenonmgmt.com.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Abuse (verbal, written, or physical) of any participant or other SRP guest, including intentional use of incorrect pronouns.

- Use of social or mainstream media to target individual actions of SRP participants in a way that could harm their privacy and/or reputation.
 - 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.
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Suggested Virtual Meeting Norms and Guidelines

- **Mute** your audio when you are not speaking. Only the presenters will use their microphone during the sessions.
- If your microphone is on, **avoid noisy activities** like typing.
- Because this is an audio-based meeting, your voice acts as your physical presence. Be thoughtful of **when** you speak and don't interrupt the speaker.
- Please type all questions into the chat function. The session moderator will prompt the presenters with questions at the appropriate time.
- If you are not using your **webcam** for the meeting, cover it up.
- Be **explicit** and **animated** about **non-verbal** communication. Nodding; thumbs up; hand-raising.
- Minimize distractions and be present by putting away phones, closing unrelated work, closing the door, etc.
- Improve clarity by speaking **deliberately**, use **good lighting** (behind your camera), testing **audio equipment**.

Should you have any questions, please contact the SRP staff at srpmeeting@parthenonmgmt.com.