

SENIOR SELECTIONS AT HOME

OUR CODE OF CONDUCT

Just like our cinema get together, we want Senior Selections online meetings to create a safe space which is as welcoming and inclusive as possible - and we need your help to achieve that.

Due to Covid-19 we are all connecting more online and our Senior Selections screening events will be online for the coming months. We will be using Zoom for our virtual events and BBC iPlayer for viewing the films, which have been chosen by our volunteers.

You can find more information on using Zoom [here](#).

Online safety for participants and staff is of the utmost importance to us. We ask that all participants should read and follow this Code of Conduct during online sessions with us.

Expectations & Tips for Meeting Participants:

- Please log in promptly: try to set up 10 minutes before the start time if possible
- Mute your audio on arrival and when you are not speaking
- If you can, please use your webcam for the meeting - it's nice to see faces!
- You can choose a virtual background (find tips [here](#))
- Dress appropriately - as you would if you were attending a real event
- Be thoughtful when you speak. Be courteous, and don't interrupt the speaker
- Be explicit and animated about non-verbal communication. Nodding, thumbs up, hand-raising are all to be encouraged
- Use of any profanity - spoken, written or otherwise - is not acceptable
- Please do not take any screenshots or screen recordings
- Ask for (and accept) help from others. We want this to work for everyone.
- Minimize distractions and be present by putting away phones, closing doors etc.
- Improve clarity by speaking deliberately, use good lighting (try to not sit in front of a window if possible)
- Ask questions using chat, and raise your hand if you need help or would like to speak
- Use the 'raise your hand' feature on Zoom if wanting to ask a question
- Close unneeded applications on your computer to keep the meeting optimally functioning
- We encourage you to enjoy a cuppa and a biscuit during the sessions, but please refrain from alcohol during sessions

Online meeting and Webinar safety:

- To promote safety, meetings will be password protected and participants will need an invitation to attend. Details will be emailed to you so you can enter the meeting. These will be in the form of a meeting ID and password and a hot link

- Do not share the meeting password or link with anyone else who is not taking part in the session
- There will always be two members of CMI staff to host and facilitate these sessions
- Do not ask anyone for their personal details, and do not share personal details with anyone you do not know
- Use Zoom's official website – zoom.us – to download Zoom safely for Mac and PC, and go to the App Store or Google Play for your mobile devices
- Make sure the version of Zoom you are using is up-to-date; Zoom regularly updates its platform to eradicate bugs and other issues
- If you have any concerns during the webinar report them to the CMI Education Team (you can leave a message using the Chat function)

Senior Selections is no place for harassment and bullying. Offensive verbal comments related to gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, and religion will be challenged and may lead to your removal from the session and possible, the group.

If you feel uncomfortable, or someone behaves inappropriately towards you, please report it to a CMI Education staff member. Your complaint will be treated with confidence and discretion, and we are ready to support you, including report inappropriate behaviour to the authorities where necessary, or address the problem ourselves where more appropriate