

## Co-Production Collective: Guide to our sessions

### What do our different sessions involve?

#### Co-pro Cuppa

A chance to connect with friends, meet new people and chat about whatever you fancy over a cuppa! These sessions are very informal and are a great for meeting others interested in co-production to share experiences, get ideas, and learn together. So, whether it is something that's new to you or you have been involved in co-production for a long time we'd love to see you there. We have a Cuppa every month and you're welcome to pop in for some or all of the session, which lasts 1 hour 30mins and is usually roughly split into two 45-minute discussion blocks.

#### Co-production sessions

Co-production sessions are where we get stuck into co-producing the Collective itself. They focus on a specific aspect of our work (e.g. developing our strategy, website or payment policy) and offer the chance to learn about co-production by doing it. These sessions help shape everything the Collective does so it's important that we have lots of different voices and perspectives in the room, from co-pro newbies to veterans. They take place on an ad hoc basis.

### How to join?

All of our events are open to anyone who wants to join. These sessions are held over the internet via Zoom (to enable people to access them from across the country and beyond) so you can join by video over the internet, or by calling in via the phone.

Register via our website or by emailing [coproduction@ucl.ac.uk](mailto:coproduction@ucl.ac.uk) and we'll share the joining links and instructions with you a few days before the session.

We look forward to seeing you at an event soon!

## Security

We know this can be a worry with online meetings, but we've checked with those in the know to ensure that our Zoom login settings are safe and secure.

## Accessibility and payment

Zoom has several accessibility features as standard, and we always have a live transcription tool as well. There's no pressure to have your video on or contribute verbally if you don't want to, everyone is encouraged to join in the way that works for them. We're happy to chat with you to see if there's anything else we can do to make sure you're fully included.

We offer support with paying for phone minutes, landline call charges or phone data in order to take part in the session over Zoom – let us know what you need.

In accordance to our [Payment Policy](#) we will not pay for activities that are more social and informal, or involve the Co-Production Collective team giving information rather than everyone collaborating.

### Co-production sessions

If you are joining a co-production session as a member of the public, we are very happy to offer payment for your time and contribution. If this is something you would like to receive, please get in touch so we can talk you through the options and get you set up on our system.

### Co-Pro Cuppas

We don't offer payment for joining a Cuppa, because these focus on networking or personal development rather than contributing to co-creating the Collective (which is the equivalent of 'work').

## Questions

If you have any questions about any of the events, security, accessibility, or payment, please email at [coproduction@ucl.ac.uk](mailto:coproduction@ucl.ac.uk).