

How we conduct our sessions

Please be respectful of everyone participating in this session.

Our Core Values – our co-created '[Our Core Values](#)' guide everything we do. Please try to embody these values during the session.

Our Community Commitments support how we work together in Co-Production Collective's group sessions. They centre anti-racist and best practice in inclusivity. We share and explain our [Community Commitments](#) at the start of all our sessions and ask people to honour them.

Our Collective Safety Tips acknowledges the privacy challenges that come with co-production. These [Collective Safety Tips](#) are designed to encourage our community members to prioritise their own safety and to hold organisations accountable in relation to being proactive about creating as safe a space as possible when co-producing. This is now an integral part of our sessions and projects.

Microphone and video – please keep your microphone muted unless you are speaking. You are welcome to keep your video on – we'd love you to – but it's fine not to if you are having connectivity issues or would rather not be on camera. Children, pets and other visitors are all welcome!

Accessibility – we do our best to make sure our sessions are as accessible as possible, including using a live transcription tool and describing visuals. We will have at least one break, but you're always welcome to step away whenever you need to. If there is anything else we can do to support your participation, please just let us know.

Asking questions – feel free to use the electronic hand raise function in the video call, post your question in the chat box, or simply wave at the facilitator and they will bring you in as soon as they are able.

Chat – please feel free to use the chat box as much as you like during the session. You can save the chat at the end or ask us and we can send it to you after the session.

Breakout rooms – we may be using the video call breakout room function during the session. You will be automatically transferred to the virtual room and then back again to the main room at the relevant times, once you click a pop up that will appear on your screen. If you fall out of the session for whatever reason, please email coproduction@ucl.ac.uk.

Photos – we often tweet and blog about our sessions and so would like to take some photos. If you would prefer not to be in any photos, please let us know and we will make sure we do not use any with you in them.

Thank you!