

## Guidelines and etiquette for HDR UK events

Thank you for signing up to attend an event at Health Data Research UK (HDR UK). We are delighted that you can join us. The following information provides the guidance and etiquette for all our events and meetings that we expect of every participant.

At HDR UK we work together with a common set of values: Transparency, Optimism, Respect, Courage and Humility, and we demonstrate these in our behaviours at events and meetings.

### Meeting etiquette

#### **Join on time and come prepared**

We often have a lot to cover so please be prompt in arriving to the meeting and in returning from breaks. Be prepared to contribute to achieving the meeting goals, please read any materials that are sent to you in advance and join the meeting with a positive and optimistic attitude.

#### **Contribute to the goals of the meeting**

Participate by listening, sharing ideas, asking questions, and contributing to discussions. Share your unique perspectives and experience and speak honestly and transparently. If you state a problem or disagree with a proposal, try to offer a solution.

#### **Stay on point**

Respect the groups' time and keep comments relevant to the topics being discussed.

#### **Be courteous and respectful**

Honest and constructive conversations and written comments are encouraged and must be conducted respectfully without blame or judgement on an individual or organisation. Treat all meeting participants with the same respect you would want from them. Any disruptive behaviour or inappropriate or offensive comments will result in you being asked to leave the meeting.

### Use of Zoom for meetings

Most of our virtual meetings and workshops at HDR UK are conducted using Zoom. The following provides the guidelines for our attending our online meetings and events.

#### **Check your display name**

In the interests of openness, all participants must be clearly identifiable from their Zoom display name (we suggest first and last name). If we are not able to identify you when you join the call, we will send you a message in the chat to ask you to identify yourself.

**The Zoom link is intended for you personally**

Please do not share the Zoom link with anyone else. If you require that an assistant be on the call with you, please notify us in advance, so that we can recognise them by name and so that they do not run the risk of being removed from the call.

**Audio**

Please use the mute feature when you are not speaking to prevent background noise from your location disrupting the discussions (please excuse us, if we mute your audio remotely). Remember to 'un-mute' when you are ready to speak.

**Chat**

Private chats, by their nature, will not be recorded but public chat will be saved, as substantive comments and exchanges may be useful for collating the outputs and discussions at the meeting. Please monitor your Chat feed. If an issue arises – for example, with your audio – we may send you a message on the chat to alert you. If you have any difficulty, please send a private chat to the event organiser and they will attempt to help you.

**Hand raise**

Ahead of the event, please familiarise yourself with the location of the 'hand raise' button on your device, which you will need to use when you wish to indicate that you would like to speak. Depending on your device, it may be found under the 'Reactions' menu; under 'Participants', next to your name; or under 'More' on mobile devices. If you are struggling to find the hand raise button, let the event organiser know via Chat that you would like to speak.

For further information contact us by email at [events@hdruk.ac.uk](mailto:events@hdruk.ac.uk) or visit [www.hdruk.ac.uk/news-opinion-events/events/](http://www.hdruk.ac.uk/news-opinion-events/events/)