

## Whitechapel Gallery Youth Programme: Participation Guidelines

Our online platform provides a safe space for young people aged 15 to 24 to meet and work with Whitechapel Gallery staff, creative professionals and peers. By registering, you are expected to follow the participation guidelines set out below. You may be asked to leave if you do not meet these expectations.

### Behaviour

- Ensure that the space you are in is free of any personal or sensitive information or inappropriate material.
- Do not give out any personal information online.
- Questions and comments must focus on the content of the event.
- Treat other participants with respect and understanding.
- Acknowledge that other participants may have different views to you, listen and discuss them respectfully.
- The topics of our events are sometimes sensitive. In discussion and comments, be generous in the way you listen to others, and ensure that space is given to those who are joining us with lived experience of the topics at hand.
- Do not behave in a way or use language which is discriminatory, aggressive, exclusionary or abusive.
- We have zero tolerance for racism, disablism, homophobia, transphobia, bullying, sexism, and behaviours designed to harass or intimidate others. You will be removed from the event if you engage in such behaviour.

### Safeguarding

- Renee Odjidja who is Curator: Youth Programmes at Whitechapel Gallery is the safeguarding lead during the event. If you have any concerns about the event or feel any part of this guidance has been breached, please email her at: [duchampandsons@whitechapelgallery.org](mailto:duchampandsons@whitechapelgallery.org)

### Accessing the event via Eventbrite and Zoom

- This event is free to attend.
- You will receive an email reminder the day before the event with joining instructions.
- You will need both Eventbrite and Zoom to join. Please allocate 10 minutes for signing in before the event begins at 5pm.
- Here are two ways to join:

### Option 1

- Click on the 'View the event' link provided in your email reminder.
- Sign into your Eventbrite account. You will need to enter the same email address used for booking your ticket. If you do not have an Eventbrite account you will need to create one using the same email address.
- Once you have signed in, click on 'Join meeting' to access the Zoom link for the event.

### Option 2

- Sign into your Eventbrite account before the event begins.
- Go to your account > Tickets to find your order.
- Click the event name.
- Click on 'View links'.
- Click on 'Join meeting' to access the Zoom link for the event.

If you need further guidance, please visit the [Eventbrite support page](#).

### **Using Zoom**

- You can download this free software here: <https://zoom.us/download> or join directly from your internet browser. Please ensure you use the most up to date version.

### **During the event**

- You will be welcomed to the event by Renee Odjidja, Curator: Youth Programmes.
- Please put your first name only and pronouns in the screen so that we know how to address you. For example, Anna (she/her)
- If you have your phone with you, turn off the sound or vibration settings.
- Mute your microphone to prevent audio feedback.
- You are not required to use the video function if you do not feel comfortable.
- If you would like to introduce yourself and say something about what attracted you to the event, please do so in the chat box. This isn't an obligation, just an option to say hello!
- We will use the chat box throughout the session for you to share your comments or questions.

If you have any questions, email us at [duchampandsons@whitechapelgallery.org](mailto:duchampandsons@whitechapelgallery.org)

**Please ensure you have read this document fully before the event and adhere to the guidelines.**

**We look forward to meeting you.**