Please kindly follow these simple guidelines. They are a tool to help you have an enjoyable event, and should be read alongside house theatre's general [ethos and principles](#). Interactions should be in a spirit of respect, kindness and inclusivity. At this event, we will hear new ideas and different perspectives.

Technical

Please check your device, video, audio and wifi connection before the event.

Connection: ideally your computer should be wired to a router, or positioned close to a wireless router. This should improve the signal.

Bandwidth: if you can, aim to have an internet bandwidth of at least 20 Mbps. You can check your bandwidth using [Broadband Checker from Which?](#)

Backup: this venues event is being run through **Zoom Meetings**. We have run several similar-sized informal events over the past year without issues, but in the event that Zoom fails, we hope to move the session to another platform, and will provide participant updates on Twitter @housetheatre and via the email signup list.

Joining the event

You will receive a link one hour prior to start of the morning sessions; and a new link one hour prior to the start of the afternoon sessions. Please do not share links with third parties or on social media under any circumstances. Only people who have registered for the event will be admitted.

Please join the event on time. You will first enter a waiting room, and will be admitted as soon as you are identified as a registered attendee. This should take 1-2 minutes.

If you do not wish to display your full name on screen, please remember to rename your profile before you join the session. It would help to list your venue also. You will be muted on entry to the Zoom meeting. You may choose whether or not to have your video enabled.

Attendees

Attendees are representatives of arts venues (mostly small- and mid-scale) in the house network and other venues in the UK.

All events are free-of-charge, made possible through Arts Council England funding.

You are welcome to attend all, or any number of sessions. The content is advertised on our [website](#).

Security

All attendees pass through a waiting room before being admitted by the support team.

We politely request that you do not record or photograph any session, for any purpose.

We do not tolerate harassment in any form. All participants – organisers, speakers, and attendees – have a responsibility to ensure a safe, secure, welcoming, inclusive and enjoyable environment for everybody. In the unlikely event of unreasonable behaviour, house will use discretion in the moment as to whether to rescind the attendee's involvement in the session.

Support

Each event will be supported by two members of the house team. If you have any queries during the session, please write to either Steph Richardson or Emma Gosden directly in the chat.

End of the event

Each event is timed to include a short opportunity for attendees to ask questions at the end. We invite you to type your questions into the chat function. The house team will select as many of these as possible, and ask them directly to the presenters or contributors, ensuring that the session is facilitated to end on time.

Accessibility

Each event will be supported by a BSL-interpreter and speech-to-text captioning.

Recordings

The events will be recorded and, except for technical or other errors, will be made available by password-protected access on Vimeo, to registered members of the house network only, for a maximum of seven days.

We may also take screenshots for documenting the event on our social media.

If you do not wish for your screen view to be recorded or photographed, you can switch off video. You will still be able to hear and see the presenters and contributors.

Enjoy the sessions

We hope we have thought of everything and that the day runs smoothly. But if anything goes wrong, please be patient as we try to get problems fixed as fast as we can. We will provide updates via @housetheatre on Twitter and to your registered email for this event.

Questions, concerns or comments about the event can be emailed to info@housetheatre.org.uk

Useful sources: Eventbrite, CILIP, Zoom