Keeping organisers and attendees safe online

These tips are intended to help you safely create and manage your event. The onus is on organisers to create a safe space for attendees. We would suggest all organisers send out a quick relevant guide (see suggestions on what to include below) to attendees, prior to the event/s, related to keeping safe online (i.e. this could be sent with tickets/specific event information).

Organisers

- Consider using a media platform where your audience has to register/apply for tickets to attend your event. Issue passwords/passcodes where necessary (Eventbrite and Ticket Tailor or similar could help). This will hopefully allow you to have greater control over who attends your event, keeping yourself and your attendees safe.

- For events where audiences are not expected to interact (i.e. they may be just watching and/or commenting), a platform such as YouTube may be more suitable than a Zoom/Google Meet platform.

- Ensure you know how to modify the privacy settings of the platform you use so that you are comfortable with it and you keep both yourself and attendees safe.

- Always use a secure, encrypted internet connection

- Let attendees know what your intentions are for conducting/broadcasting the event - Are you recording it? Keeping it for archiving purposes? Sharing the event through another media platform during/after the event has occurred in 'real-time'?

- If you are live streaming or recording videos, make sure you film in a neutral area where no personal information or inappropriate details can be seen or heard.

- Avoid handing out personal contact details such as a personal address, date of birth, location, etc. Use an organisational log-in or contact address created specifically for the event.

- If you are asking attendees to send pictures, videos, written pieces etc, make them aware where their submission will appear online and let them know their work may be visible to the public. Do not share any of their personal details.

- Consider whether you are allowing attendees to switch on their microphones/cameras – only do this if it is necessary for your event.

Attendees

- Avoid handing out personal contact details such as your personal address, date of birth, location, etc.

- If you are using a webcam, try and ensure there is nothing visible in your background which could identify your location.

- If sharing your screen during an online event, ensure no personal information is visible (it is unlikely events organisers will ask you to do this unless you have been expressly asked prior to the event – only do so if you are comfortable with this request).

- Be aware that anything you post online, including comments and images, may be visible to others.

- Avoid one-to-one messaging with people unknown to you or responding to contact requests from people you don't know.

- Take care with webcams and microphones if used and ensure you switch them off once you have finished with the event. Your host may have discretionary powers to mute all microphones and stop webcams from broadcasting. This is for your own safety and to stop disruptions during the event.

- If you are using your webcam in a space with other people (i.e. in your household), please make sure people are aware you are broadcasting and that you are all happy for your background to be visible.

- Do not disclose the passcode/password you have been sent, if required, for attending your event.

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