



Virtual Participation Guide

Dear friends of #dedoc°,

Welcome to #docnight°!

#docnight° takes place at the end of ISPAD 2020 - the (virtual) Annual Meeting of the International Society for Pediatric and Adolescent Diabetes. For the first time ever, #dedoc° funded 50 diabetes patient advocates from the #DOC to attend, who will be pleased to share their learnings and key take-aways. Other than that, there is no agenda - **YOU are the agenda!**

To ensure everyone enjoys coming together to talk, listen, engage and make friends, please follow three simple rules:

- **Be nice.**
- **Be supportive.**
- **Pay It Forward.**

The #DOC is a safe space FOR people with diabetes, BY people with diabetes.

#docnight° is **open to anyone**: Diabetes advocates from around the world, HCPs, researchers, industry representatives and friends of #dedoc°. All are welcome to listen in and support as long as they make their affiliation visible and refrain from marketing talk.

Please follow our naming convention for Zoom:

Name (Country) Affiliation (i.e. your blog, social media handle or sth else others can recognize and find you by)

Example: ***Bastian Hauck (Germany) #dedoc°***

We look forward to having you!

Bastian, Hanne, Maren, Renza and the #dedoc° voices, supported by our great friends from Children with Diabetes (Friends for Life).



HERE IS WHAT YOU NEED TO KNOW:

No Recordings!

Please refrain from recording any part of #docnight°. If you are dying for a photo of all of your friends in the Zoom room, please get the group's permission first and give folks an opportunity to turn off their video if they'd prefer not to be included.

Be on Time

Consider joining 5 minutes early. Even though we're going virtual, being on time is still very important

Mute When not Talking

During #docnight°, there will be times when you're talking and sharing with one another. When you're not sharing, please make sure your microphone is muted to make things easier for everyone.

Check your internet speed

Make sure that you have a stable internet connection. Visit [Speedtest](#) to test your connection. Zoom recommends 1.5Mbps/1.5Mbps (up/down). Whenever possible, connect via a wired Ethernet connection.

Lighting is key

Think about your lighting! Make sure you aren't sitting in front of a bright window, which can make it impossible for others to see you. Consider moving a small lamp or light over to the area you'll be using so light can hit your face from the front.

Think about your background

Don't forget that everyone will be peering into your space! Check out what you have on display behind you. The plainer your background, the better. Be sure not to have a TV running or anything distracting happening behind you.

Let people in your space know you're on video

You don't want any embarrassing cameos during your camera time. Let the others in your space know that you're on video so there are no surprises (for them, you, or the audience!).

Mute your notifications

Turn off all unnecessary notifications on your phone and computer. We can't control a rogue CGM alarm, but make sure that your phone is otherwise set to silent and you won't be interrupted by pings and dings.

HAVE FUN!

This ain't no regular conference. We're here to connect, share, learn, and grow our community. Make some new friends and have fun!

CODE OF CONDUCT

In the interest of fostering an open and welcoming environment, we pledge to make participation in our community a harassment-free experience for everyone, regardless of age, body size, disability, ethnicity, gender identity and expression, level of experience, nationality, personal appearance, race, religion, or sexual identity and orientation.

Our Standards

Examples of behavior that contributes to creating a positive environment include:

- Being respectful of differing viewpoints and experiences, even when disagreeing
- Gracefully accepting constructive criticism
- Focusing on what is best for the community
- Showing empathy towards other community members, including recognizing that this is a project with volunteers
- Using welcoming and inclusive language

Examples of unacceptable behavior by participants include:

- The use of sexualized language or imagery and unwelcome sexual attention or advances
- Trolling, insulting/derogatory comments, and personal insults or political attacks
- Public or private harassment
- Publishing others' private information, such as a private physical or e-mail address, without explicit permission
- Other conduct which would be considered inappropriate in a professional setting
- Advocating for, or encouraging, any of the above behavior
- Repeated unwanted behavior targeted at an individual. If someone asks you to stop, then stop.

Scope

This Code of Conduct applies both within project spaces and in public spaces, including activity and interactions on social media channels, all other #dedoc°-related spaces when engaging with other community members, staff, or about #dedoc°-related content.

Our Responsibilities

The #dedoc° team are responsible for clarifying the standards of acceptable behavior and are expected to take appropriate and fair corrective action in response to any instances of unacceptable behavior they become aware of.

Enforcement

Instances of abusive, harassing, or otherwise unacceptable behavior may be reported by contacting Maren Schinz. If a situation arises where you are uncomfortable (due to a perceived conflict of interest or otherwise) contacting Maren, please feel free to contact another #dedoc° team member.

All complaints will be reviewed and investigated and will result in a response that is deemed necessary and appropriate to the circumstances. The #dedoc° team is obligated to maintain confidentiality with regard to the reporter of an incident. Further details of specific enforcement policies may be posted separately.