Global Network Group

Code of conduct & guidelines for online meetings - webinars

All references in this document are made against the approved (valid) version of the applicable document.

All public documents are published on our websites.

Questions? Contact us!

Complete the question-webform on our website or call:

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GENERAL PROVISIONS

The following documents apply to this document:

1. Document GNG.RD.001.INT List of terms and definitions
2. Document GNG.RD.002.INT General terms and conditions
3. Document GNG.RD.003.INT General clauses for all documents

The before mentioned documents are published on our websites and are hereby designated as repeated and inserted.

TABLE OF CONTENTS

PRINCIPLES

1.1.

This document lays out guidelines and procedures for conducting online events/activities, including webinars and online meetings/sessions, hereafter to be mentioned as **EVENTS**.

1.2

It applies to:
- all online events hosted, organized, and operated by Global Network Group or one of its registers
- all participants in the events, as mentioned in the previous article.

1.3

This code of conduct is not exhaustive, nor is it definitive.

1.4.

A participant is the registered person, or the legal entity, participating in an event hosted, organized, and operated by Global Network Group.

1.5.

Global Network Group, or the thereto by Global Network Group appointed/authorized person or legal entity, is the host of the event. One or more co-hosts can be appointed/authorized.

1.6.

All participants are supposed to behave professionally and appropriately.

1.7.

A warning is to be issued to a participant or a group of participants if he/she/they act(s) inappropriately or misbehave(s), before taking any action by the (co) host, unless the articles 1.6. and 2. are vagrantly violated, such to the discretion of the (co) host.

1.8.

Global Network Group reserves the right to take all action necessary to ensure that event can operate smoothly.

1.9.

All events will open by the host.

1.10.

The host:

- will introduce themselves, the topic of the day, and the format for the event
- ensures the participants are familiar with this code and applicable technical app/software
- is there for any questions participants have.

1.11.

A participant is required to report any problem or someone violating the articles 1.6. and 2. to the host.

RULES

2.1 Be friendly

- Have discussions in a friendly and constructive manner.
- Don't single people out. Instead, focus on arguing your point.
- If something happened that you are upset about with someone from the past, leave it there.
- Give people the time to respond.

2.2 Don't spam

- In most events, you will be muted by default and allowed to talk on request.
- You can always ask questions.

2.3 No advertising or inappropriate content of any kind

- Whether in the chat, through screen share, or video camera, all forms of inappropriate content will not be tolerated and may lead to removal.
- Advertising is only allowed if prior approval has been requested from the host, or it is relevant to the debate, such to the prior discretion of the host.

2.4 Choose your words

- We understand that there may be subjects that you have a passionate opinion about.
- However, we hope you can understand people can think differently.
- To ensure productive discussions, we ask you to choose your words with respect to another or the people's opinion.

2.5 Harassment
- Harassment, of any kind, will not be tolerated.

2.6 Agree to disagree
- If someone disagrees with you after you have made your case, please don't proceed to convince them for the rest of the event.
- We can always schedule a separate event, just to the topic of the specific debate.

2.7 Use private messages where possible
- If you have a question for the panel members or moderators, ask the host i.c. forward your question by private message to the host.
- It is the host's job to monitor the event and allot speaking time.
- If you want to ask a specific person a content-based question or discuss something, use private messages as well to avoid cluttering the group chat.

2.8 Stick to the topics
- We try to keep events focused around specific issues, and we ask participants to respect this.
- We realize many interesting topics for discussion in your profession and about the applicable subject exist.
- However, in order to maintain a productive event, we ask you to stick to the topic(s) as explained by the host during the opening.
- We can always schedule another event, just to the related topics.

2.9 Do's and don't
- Specific terms & conditions might apply for an event.
- The host mentions and explains the applicable terms & conditions.
- The terms & conditions are compulsory. Cherry-picking on partial elements and the violation is not allowed and not acceptable.
- A breach of the terms & conditions leads to liability and exclusion from the event.
- Recording and broadcasting the event is not allowed, unless otherwise decided by Global Network Group or the host.
- If Global Network Group prior to the start of an event announced the open character of the event, this includes the permission for Global Network Group to stream the event to social media.
- Participants automatically agree with the applicable terms & conditions by filing their registration for the event.

2.10 Questions
- The host decides on answering incoming questions and on the character of the event chat.
- Incoming questions can be rejected, or answered live during or after the event.
- The host decides if the chat is confidential or open. If open, the host additionally can decide to provide the chat history to all participants.

PREPARATION

3.1. Content
- Download the provided information, such as guidelines, documents, and links in advance.
- Make sure you are familiar with the topic(s) of the event and the provided information.
- If you have questions in advance, send them to Global Network Group.

3.2. Technique
- Make sure your device, webcam, speakers, microphone, internet connection work properly.
- Test in advance, not during the event.
- If possible, use a wired internet connection.

3.3. Time management
- Be present just before the official start and opening.
- The event will start at the given time and will not wait for a 100% participation rate.

3.4. Privacy & disturbance
- Please make sure that you are in a quite room during the event and potential sources of noise are minimized.
- Please be aware that by using a webcam or sharing your screen all participants of the event can see you and/or your screen. Please ensure you are dressed appropriately and don't display inappropriate content / sensitive information.