

# Online Participant Instructions and Guidelines

## Teen Writing Bootcamps

**Welcome to the Teen Writing Bootcamp online program at State Library Victoria. This is a creative space for budding writers and we're excited to have you here.**

State Library Victoria (SLV) is a child-safe organisation. To ensure that everyone has a great experience, all participants and presenters in SLV's online interactive events and workshops are required to follow the instructions and guidelines below.

### **Instructions for online participants:**

1. Before you join, please enter your first name and the initial of your surname where prompted, e.g. 'Sam P' or 'Chloe and Ava '.W
2. Please have your camera ON when joining the Zoom workshop for safety checks. SLV staff will tell you when your camera can be turned off, but you're also welcome to leave it on during the workshop.

### **Guidelines for online participants and guest speakers**

SLV's programs celebrate all levels and abilities. Our programs are non-judgemental and respectful of all people. Sexism, racism, homophobia and discrimination of any form are not tolerated.

Our guidelines for participation are below:

- Respect other people's privacy. Please do not screenshot, photograph, or record any part of the Teen Writing Bootcamp workshops.
- We would love for you to keep your camera on during the workshops, but you don't have to.
- Remember that your camera allows others to see into your home or the place you are joining from. Make sure any images or objects visible in the background are appropriate to share, or blur your background.
- Only the host authors will be able to screen share during the online workshops.
- You won't be able to directly message the other participants on Zoom during the online workshops, but you can message SLV staff and the host authors directly for help or with any questions.
- Please be mindful of the content and topics that you are sharing and discussing in the workshops, both when talking to others in the Zoom chat and in the writing work you may be creating and sharing with the group.
- Use trigger warning for topics that may be sensitive for others, and refrain from raising topics that could offend or upset other participants.
- If you're not sure whether something is appropriate to share or discuss, please message the SLV staff member and/or the host author for their advice.

- You are expected to act respectfully with other participants during the workshops.
- Anyone showing inappropriate, offensive, aggressive or abusive behaviour may be asked to leave the workshop. Please read this resource on [cyberbullying from the eSafety commissioner](#) for more information.
- Violent, aggressive, or intimidating behaviour is not permitted. If you are feeling distressed or angry, please let a SLV staff member know. They will create a 'waiting room' where you can speak to them privately.
- This SLV program is smoke, drug and alcohol-free. Please do not participate if you are drug or alcohol affected.