

## Letter of Code of Conduct of Technology and Global Governance Virtual Forum

Dear participants of TGGVF,

Thank you again for your dedicated collaboration. I am writing to update you regarding the Document Access, Zoom Address and Code of Conduct.

### **Document Access**

You are now able to access all the pre-submitted facilitating documents [here](#). Those who have not submitted their slides or notes are welcome to upload directly to the shared folder before the event.

### **Zoom Address**

Zoom will be our communication tool. Please do not forget to [download](#) the software at least one day before the event and familiarize yourself with the interface. Click [here](#) for the tutorial on “How to join a Zoom meeting”.

You are invited to join the scheduled meeting below:

*Topic: Technology and Global Governance Virtual Forum*

*Time: Jul 31, 2020 09:15 AM London*

*Join Zoom Meeting*

<https://us02web.zoom.us/j/85487324263?pwd=VXV5U0JlVnpYdkNOZldKTitCNmhnUT09>

*Meeting ID: 854 8732 4263*

*Passcode: TGGVF*

### **Code of Conduct**

**Entry:** Participants are expected to arrive in the Zoom waiting room no later than 9:20am, ready to be admitted into the main virtual conference room. They should sign in with their real names for identification. Participants will be admitted into the main conference room for a 9:30am start.

**Presenting:** We expect all participants to be present for the whole day, unless any urgent matters or time difference issues arise. If speakers can only be present for their particular timeslot, they should arrive in the waiting room no later than 10 minutes before their presentation is due to start.

If visual aids are needed, please use the [screen sharing](#) function. Each presentation shall last 20 minutes long with 10 minutes' worth of Q&A at the end.

**Interaction:**

Audience members should use the 'Raise Hand' function within Zoom in order to ask a *new question*. The moderator will either invite audience members to pose their questions in turn or select the most relevant ones for the sake of keeping to time.

If an audience member wishes to ask a *follow-up question*, they should indicate so in the 'Chat' function (by writing, for example, "Follow-up on Chang's question").

*Break:*

The Zoom platform will be open during breaks and lunch to allow for free discussion and to permit speakers to address questions from participants that were not answered in the main Q&A.

*Etiquette:*

Participants are asked to interact respectfully with their colleagues, to maintain a healthy, inclusive, and fruitful academic environment for everyone. Any instances of bullying, harassment, abuse, or any other kind of misconduct will not be tolerated and should be reported immediately to the organisers.

*Actions required:*

1. The whole meeting will be recorded and edited to be potentially uploaded to YouTube for circulation. Please keep us informed if you have any issues or objections before the event.
2. We suggest that presenters record their presentation as a video before the conference as a backup in case there are connection problems during the event.
3. Presenters are expected to provide a short third-person biography and a photograph for the conference website. We have collected the publicly available information about the participants in the word document: 'Facebook of presenters' in the google drive folder. Feel free to edit the document directly as we will use the materials for webpage editing later.

For any technology related issues please feel free to contact Gah-Kai Leung ([Gah-Kai.Leung@warwick.ac.uk](mailto:Gah-Kai.Leung@warwick.ac.uk)), who will be the technician and moderator of the event. For other organisational issues, please contact me Chang Zhang ([C.zhang.17@warwick.ac.uk](mailto:C.zhang.17@warwick.ac.uk)). James is currently less involved in the organising process for personal reasons.

Thank you for your attention.

Sincerely,  
TGGVF organizing Committee