

## **T&Cs for participating in the Makeshift Digital Gatherings**

### **To register**

- Book a ticket via the Arts House website. Registrations are open until the start of each session.
- Once registered you will be sent a confirmation email.
- Registered guests will receive a reminder email closer to the event date with details about how to access the session via Zoom.
- The sessions will be live captioned.
- If you require Auslan service please email [artshouse@melbourne.vic.gov.au](mailto:artshouse@melbourne.vic.gov.au). Requests for Auslan can only be accommodated if the request is made one week prior to the session date.

### **Further information**

- Never used Zoom? Here's a couple of quick how-to guides:
  - How to join a meeting (email invitation): <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->
  - How to use meeting controls: <https://www.youtube.com/watch?v=yf2h5R2s0oo>
- Please note that your mic will be muted upon entry into the Zoom session. While you can unmute yourself, please only do so when you wish to participate in the event and keep it muted while you are listening so that your background noise does not disrupt other participants' audio feed.
- Please respect the speakers by not recording any content of the session without advanced written permission.
- By accessing this service you must respect the rights of others, including their privacy and intellectual property rights.

### **Moderation of public comments**

- We actively seek ideas, questions, complaints and feedback from the public. We encourage open conversation and debate, but expect participants to behave in a respectful manner.

- We reserve the right to delete comments that are:
  - knowingly false or mischievous complaints or statements about individuals, companies or the government
  - misleading, obscene, off-topic, sexist, racist or spam
  - promotional or commercial in nature
  - unlawful or incite others to break the law
  - defamatory or harassing of our employees, volunteers or the participants in our channels
  - information that may compromise the safety or security of the public
  - repetitive posts copied and pasted or duplicated by single or multiple users
  - any other inappropriate content or comments as determined by City of Melbourne.

**By participating in the sessions you agree to all terms.**

If you have any comments, questions or concerns about our policies, or if you wish to make an inquiry please contact us at [Artshouse@melbourne.vic.gov.au](mailto:Artshouse@melbourne.vic.gov.au)