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**T&Cs for participating in Arts House’s Zoom events**

 **To register**

* Book via the Arts House website. Registrations are open until the start of each session.
* Once registered you will be sent a confirmation email with a link to the Zoom session. No password is needed

 **Further information**

* Never used Zoom? Here’s how to join a meeting (by email invitation): <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->
* Please note that your mic will be muted upon entry into the Zoom session. In order to ask a question press the ‘Q&A button’ at the bottom of the screen and your question will be seen by the host.
* 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.

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**Moderation of public comments**

* We encourage comments in the chat function, 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