

How to have a

SAFE & SECURE NGO CSW66 FORUM EXPERIENCE

Virtual Safety at the NGO CSW66 Forum

NGO CSW/NY is committed to providing a safe and secure environment at the NGO CSW66 Forum. We want to ensure that everyone has a safe and fulfilling experience during all virtual events and spaces throughout the Forum, including on the Virtual Portal and during virtual Parallel Events.

To maintain participants' safety and a respectful online environment, we developed a set of Virtual Safety Guidelines. Please read these guidelines carefully before engaging in NGO CSW66 Forum.

Below are some tips for fostering a safe virtual environment for both participants and virtual Parallel Event organizers.

Email us with any questions or concerns at:
info@ngocsw.org or virtualsafety@ngocsw.org

How to have a **SAFE & SECURE**

NGO CSW
FORUM 66

As a participant

Respect & Inclusivity

Base all of your interactions at the Forum on a foundation of respect and inclusivity.

No hateful comments

NGO CSW/NY does not tolerate any hateful, discriminatory, or offensive comments or harassment.

Virtual Safety Guidelines

Follow and uphold our [Virtual Safety Guidelines](#). Those who violate these guidelines will be removed from the Forum.

Reporting Structure

If you encounter an unsafe or uncomfortable situation, report it to NGO CSW/NY at virtualsafety@ngocsw.org and we will address the issue immediately.

Email us with any questions or concerns at:
info@ngocsw.org or virtualsafety@ngocsw.org

How to host a

SAFE & SECURE VIRTUAL PARALLEL EVENT

At the NGO CSW66 Forum

There are several options for organizing and hosting a safe and secure virtual Parallel Event. While limiting participant interaction is the most surefire way to prevent 'Zoom-bombing' or disruption, you can also have a secure event while allowing for full participant engagement as well.

Most of the NGO CSW Forum events do allow for participant engagement with minimal, if any, disruptions. However, it is totally up to the virtual Parallel Event organizer to format their event in a way that works best for them. For example, if you are planning an event on a sensitive or controversial topic, it may be best to limit participant interaction during your event.

Below are some methods to provide a safe and secure environment during your event:

How to host a SAFE & SECURE VIRTUAL PARALLEL EVENT

(continued)

Less Interaction = More Secure

Limiting the interaction of participants is the most effective way to keep your event secure and safe

- Disable chat or Q&A
- Have a Webinar instead of a Meeting if using Zoom
- Don't allow participants to unmute themselves or turn their video on

Safe Participation

However, you can also run a secure and safe event with participant engagement as well.

- Have members of your team assigned to managing and monitoring the chat, keeping participants muted, and spotlighting speakers.
- Enforce our Virtual Safety Guidelines and report any violations to virtualsecurity@ngocsw.org.
- Have members of your team prepared to remove any disruptors from your event if needed.

Limit Zoom-bombing:

You can limit the possibility of "Zoom-bombing" or disruption at your event by doing the following:

- Require registration for your event; Don't publish the direct link to your event online.
- Disable participant ability to rename themselves
- Disable participants' ability to screen share
- Disable participants' ability to unmute themselves during non-interactive parts of your event

Protecting participants:

To provide a safe environment for women human rights defenders, activists, and/or minors:

- Allow participants to keep their video off and use an alias or keep their name as Anonymous
- If you are recording your event, make sure all participants are aware that you are recording.
- Before taking screenshots or photos of the virtual event, get consent from your audience. If someone does not want to be in the photo or recording, they can keep their video off or leave the event.