



Online Meeting Guidelines

To help ensure that our on-line meetings run smoothly and in line with the values of Frazzled Cafe we ask that all participants agree to follow these guidelines.

We are here to create a safe space for everyone for people to talk about what's going for them and how they're feeling.

To act with integrity

- Please respect one another's confidentiality and anonymity
 - You can change your name on Zoom by clicking the 3 dots on your video tile and selecting 're-name'
 - The recording facility has been disabled and we ask that you do not record any part of the session on any other devices or take photos.
 - Do not talk about what happened in other meetings
 - Due to the nature of the conversations taking place, we do not allow anyone under the age of 18 into the meeting. If you have children nearby, please do the best you can to limit their exposure to the meeting and wear headphones.
 - Absolutely no driving, use of public transport, coffee shops or other public spaces during the meeting so that we can, together, maintain a confidential space for everyone.

To let everyone have a voice

- Please respect one another by giving everybody the chance to contribute without interruption and by not dominating or disrupting the conversation.
 - If you see me waving my hands, it is to let you know that someone else might be wanting to speak. Please feel free to finish your sentence.
 - If you don't see me waving, I may have to mute you.

To listen without offering solutions

- Please focus your contribution on personal experience and not political/thematic concepts or what we may be seeing in the news.
 - When speaking please focus on what is going on for you and how you are feeling, and not on providing advice, answers or solutions to others.

To be kind to ourselves and each other

- This is NOT therapy and no-one should feel under pressure to say anything
 - We do hope that in hearing other's experiences you will feel encouraged to share your own
 - Whether you would like to speak or not, please treat each other in a supportive and considerate way

We welcome people from all backgrounds and points of view

- We have no religious, political or commercial affiliations and ask that participants refrain from promoting any that they might have.

To be present

- To benefit fully from this meeting please try to stay present and avoid external distractions like phones, TV, pets or toys.
 - Please stay for the duration of the meeting. If you need to leave early, please let me know either using your mic or the chat function.
 - Make sure you are in a safe, quiet and confidential area. We understand that with the current situation, this can be difficult, so if there are others nearby, please use headphones.

And lastly, it is typical that there will be periods of silence and some people enjoy these, some don't; both of those are ok.