



Young People's meetings: ground rules and tips

General

- Everyone in the room is equal
- Ask questions if you need to, no question is a silly question – if you're thinking it, someone else probably is too
- Respect one another
- Avoid jargon or overly scientific language
- Take as many breaks as you need to. If you're leaving, please let a member of staff know so that we're not worried
- No one is expected to disclose anything that they do not want to, and all sensitive information will remain confidential

Zoom

- There is no obligation to have your camera switched on
- Please do not record or take screenshots during the meeting. If you would like to do this for note-taking purposes, always ask for permission from McPin staff (who will ask all group members) before the meeting. Note that this will always be optional and will always be deleted as soon as the notes have been written
- Contribute in the way that you feel most comfortable. Use the 'chat' option to type responses if you would prefer
- Did you have a point or question that you didn't get to mention? Enter it in the chat function and the chair (McPin staff member) can raise it. There is a private chat feature, so that you can message the chair privately if you have any concerns
- If you're asking someone a question, please ask them by their name (so they know who you're asking!)
- You can use the raise your hand feature to speak/vote, or physically, raise your hand in the meeting
- Be wary of background noise. Please mute your microphone if not in use