

Vienna, 19 – 21 November 2015
Palais Strozzi, Institute for Advanced Studies

Changing Worlds
Engaging Science and Technology in
Art, Academia and Activism

Guidelines for Hybrid Spaces

Changing Worlds is going to include a diversity of people, as both contributors and attendees. This includes their cultural, linguistic and generational as well as their occupational backgrounds (e.g. activists, academics, artists, ...).

Therefore, we ask that you are mindful of the different backgrounds and perspectives of the attendees. To help in this, we've drawn up the following list of guidelines which we invite attendees to follow, both when preparing their materials for the conference, and when taking part.

1. **Please keep your terminology simple so that it can be understood easily by people from all of the groups listed above.** If you use words which are specific to your academic discipline or professional world, please explain them for those who are unfamiliar with them. This might include, for example: statistical terms, specific theoretical ideas (e.g. feminist, anarchist, post-structuralist), or references to thinkers/activists/artists with whom others will not necessarily be familiar. You might simply consider stripping some of these elements out of your contribution if it would be difficult to explain all of the background in simple terms.
2. **Please don't assume that people will be familiar with the norms and conventions of your world.** We have very different ways of doing things across different kinds of spaces, and people will also have different cultural and generational norms as well as different levels of experience and expertise. Please be aware of this when interacting with others. For example, people may ask questions or make points which feel clumsy or ignorant to you, but – if possible – try to 'call them in' by explaining things gently rather than 'calling them out' by publicly dismissing or challenging them. If you don't have the energy to do this yourself, then it's fine to suggest that the person talk to one of the organisers who can explain.
3. **Please contribute to creating a harassment-free, safe and inclusive conference experience for everyone,** regardless of personal and professional background, gender, gender identity and expression, sexual orientation, dis-/ability, physical appearance, body size, race, class, age or religion. Please try not to make assumptions about others, and to take people's self-identities at face value, e.g. by using the names and gender pronouns that people provide on their badges. Please also avoid creating potentially uncomfortable situations by assuming, e.g., that they will be able to afford joining you in eating out, or that they will drink alcohol, or that they will be able to hear in a noisy venue such as a bar.

4. **Please help make presenters and other participants feel at ease.** It can be very daunting to share one's work in front of a group, and for some people this will be their first time. Please keep comments constructive, and bear in mind that people may make errors in their language under pressure.
5. **Please try to frame questions and discussion points in a way that leaves room for other people to contribute.** It's common at events to get excited about people's contributions and to want to join the discussion. We really hope that you feel this way! However, it is easy for discussions to become dominated by certain individuals or views. Please keep your contributions brief enough that everybody present has the possibility of taking part. Remember that some people need a period of silence to consider what to say before contributing or putting their hand up, so don't rush to fill the space. If you've already contributed, or tend to do so a lot, consider stepping back to give others space. If you don't often contribute, think about stepping forward. (If you speak quietly or find it too daunting, you can write a comment on a post-it and give it to the panel facilitator rather than speaking.)
6. **Please provide content warnings if the material you are sharing has the potential to be upsetting or personally triggering.** This counts both for scheduled contributions (which can have a brief content warning up front) and for comments in discussion. Please think first about whether your comment might feel too personally exposing for you afterwards, or triggering for others. For example, it is worth flagging up front if there is going to be any mention – or imagery – of sexual abuse, violence, mental health problems, traumatic experiences, or racist, sexist, homophobic or otherwise derogatory sentiments. It is fine for people to decide to leave a session – temporarily or permanently – if they aren't comfortable with the material.
7. **Please use social media generously.** We very much hope that people will live tweet the event and blog about it. Our hashtag is #cworlds15. However, please don't use these media to publicly criticise or condemn individuals.
8. **Dealing with problems/questions.** If you encounter any problems at the event, please talk to the organisers individually. We will do our best to support you and find solutions together. If you have any questions about the guidelines (or anything else), just drop us an email at changingworlds.sts@univie.ac.at.

thank you!



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