

## Ground rules for group discussions about research



**Please turn off your mic when not speaking**



**Please turn on your camera** when you are speaking unless you have connection difficulties.



**It's fine to have your babies, children or pets with you** on the call and to breastfeed or bottle feed and break off if your child needs you.



**Please participate.** You will be asked to share what you think. We will ask for comments from everyone attending. You can speak out loud (remember to switch on your microphone!) or write in the 'chat' function.



**Respect everyone's views and feelings at all times**, researchers and community members. It can be helpful to begin your comment, saying "I think..." or "I feel...". There is never just one way to see things.



**We value hearing a range of different views.** So don't feel awkward if you disagree with the majority view.



**Time is limited**, so please make your point and then let others speak.



**Use the chat function to share ideas and comments**, as well as speaking, for Microsoft Teams or Zoom meetings



**Bring a bell to ring** if you hear jargon you don't understand or, if you prefer – or don't have a bell – go to 'reactions' and raise your hand the or use the 'surprised' face.



**Trigger warning.** Some subjects may be trigger traumatic memories and feelings in others. Please avoid very graphic descriptions and give a warning if you think the subject you are about to discuss may upset others.



**If you need to leave early, please let us know you are OK.** We want to hear from you. If we don't hear, we'll follow up to check you are all right.



**Ask for any extra support or information you need.** Often other people will also benefit if you speak up. We want everyone to feel they can participate fully, so please let us know.