

**GUIDELINES ON
MODERATING AN IC ETHICS MEETING ROOM -
A VIRTUAL OPEN PLATFORM DISCUSSION**

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We are very much appreciating your interest in moderating an IC Ethics Meeting Room and thereby sharing your ideas and experiences with museum colleagues worldwide. These guidelines are drafted to share the general idea and concept of our event series and to let you know what to consider and to do for organizing an IC Ethics Meeting Room event. Please read them carefully before sending us your proposal.

1) About the IC Ethics Meeting Room

The ICOM International Committee on Ethical Dilemmas (IC Ethics) is an open forum on practical challenges regarding ethical dilemmas in the museum profession. The IC Ethics Meeting Rooms are digital spaces where museum professionals and others with interest in the respective topic can reflect, share and discuss ethical dilemmas, helping each other to make more informed choices. The events aim to support and unite professionals in all relevant working fields in their attempts to discuss ethical dilemmas with colleagues in a collegial and helpful environment. All participation is free of charge.

The usual duration of an IC Ethics Meeting Rooms is 1,5 hours and consists of three parts:

- (1) a welcome by the host, including a short presentation of IC Ethics, its mandate and the general rules of the meeting (see below) as well as by the moderator (max 5 min),
- (2) the introduction given by the speaker(s) (15-30 min in total), and
- (3) the moderated discussion with all participants.

While the second part of the meetings, the introduction, will be recorded and published online, the third part, the discussion among the participants, will only be summarized in written form. As no sensitive information can be shared, ethical dilemmas have to be presented anonymized, when not publicly known. For previous events, please see <https://www.ic-ethics.museum/meeting-room/>.

The IC Ethics Meeting Rooms are organized about monthly. They can be held in any of the three ICOM languages (English, Spanish, French). They are conducted online on Zoom, which allows for a broad and easy participation, and can be set in any time zone that best suits all involved.

Each IC Ethics Meeting Room has a host (a board member of IC Ethics), a moderator, one or more speakers (experts in the topic discussed, providing a short and strong introduction) and, of course, participants.

2) Becoming a moderator

All students and professionals working in a field relevant to ethical issues in museums are invited to moderate an IC Ethics Meeting Room.

If you want to be a moderator, please send us the following information:

- (1) A short bio/information about yourself,
- (2) A short description of the topic and the objectives of the event,
- (3) Your suggestion for (a) potential speaker(s),
- (4) If already available, your preferred date (the earliest 6 weeks on), time and language of the meeting.

Please note that neither the moderator nor the speaker can be paid.

3) Organizing the Meeting Room event

The moderator organizes the event in coordination with the host (a board member of IC Ethics who will get in touch with you). Both agree on a date for the meeting, the final topic and outline of the event as well as on the final selection of the speaker(s). Both will be present during the event. The host supports the moderator with all technical issues concerning the Zoom platform

(providing the general rules of the Meeting Rooms at the beginning, looking after the Zoom waiting room, muting/unmuting participants, following the chat etc.). The moderator will introduce the speaker(s), lead the meeting and the discussions among the participants. Also, the moderator is responsible for obtaining written confirmation from the speaker(s), for the recording and publishing of the second part of the meeting (introduction by the speaker(s)). After the meeting, the moderator provides a short, written summary of the event stating the main ideas, points of discussions or controversies (10-15 lines) to be published on our website together with the recording of the introduction.

For a timely announcement, the date and time of the IC Ethics Meeting Room, the title, a short description of the event and the names and affiliations of the moderator and the speaker(s) must be sent to icom@ic-ethics.museum no later than 5 weeks before the event. We will then provide an invitation link for the event and advertise the event on our website, Facebook, LinkedIn and in our e-mail newsletter, and will also inform the ICOM Secretariat. Depending on the topic of the Meeting Room, the event can either be an open invitation to all interested, or demand prior registration.

4) General IC Ethics Meeting Room rules (as presented to the attendees prior via our Website and at the beginning of the event)

- (1) By participating, you accept Zoom's terms of use. More information about safety precautions for this platform can be found here: <https://zoom.us/security>.
- (2) Please anonymize cases and ethical dilemmas as no sensitive information can be shared.
- (3) Please respect the time limits set by the moderator.
- (4) Disrespectful and inappropriate comments or behaviour cause immediate muting and dismissal from the meeting.
- (5) Please note that the introduction to the meeting will be recorded and published (the recording will not show the images or names of general participants besides moderator and speaker).
- (6) Please raise the hand sign or send a short message in the chat when you have a question or case you would like to discuss.
- (7) By continuing to follow this meeting, you commit to following these rules.