



# **Documentary Screening – Organizer Code of Conduct**

As an organizer, you play a key role in creating a safe, respectful, and professional environment. Please follow these guidelines:

## **1. Venue Selection**

- Choose a safe and accessible venue that complies with local safety regulations.
- Ensure the venue is neutral, welcoming, and inclusive for all participants.
- Verify that the venue has necessary technical equipment (projector, sound system, seating).
- Obtain all permissions, licenses, and legal approvals for screening content.

## **2. Professionalism & Respect**

- Treat all attendees, speakers, and staff with respect and courtesy.
- Maintain professional behavior and communication at all times.
- Foster an inclusive atmosphere, welcoming people of all backgrounds.

## **3. Event Conduct**

- Introduce the documentary clearly, giving context and purpose.
- Moderate discussions and Q&A sessions to ensure respectful participation.
- Prevent and address disruptive or unsafe behavior promptly.
- Keep a record of emergency procedures and first aid availability.

## **4. Media, Privacy & Participant Consent**

- At the start of the event, inform participants that media files (photos/videos) and discussion summaries will be shared on social media or used for project promotion.
- Respect participant privacy: if anyone has objections, exclude their appearance from recordings or media content.
- Protect any confidential information shared during discussions.



- Handle all media responsibly and ethically, and follow the post screening media file sharing mechanism

## **5. Post-Event Responsibilities**

- Clean and restore the venue to its original conditions
- Acknowledge and credit all contributors and volunteers.

By following this Code of Conduct, organizers ensure the screening is safe, engaging, and professional for everyone involved.