INDIANA PLAYWRIGHTS CIRCLE VIRTUAL EVENT POLICY 2021
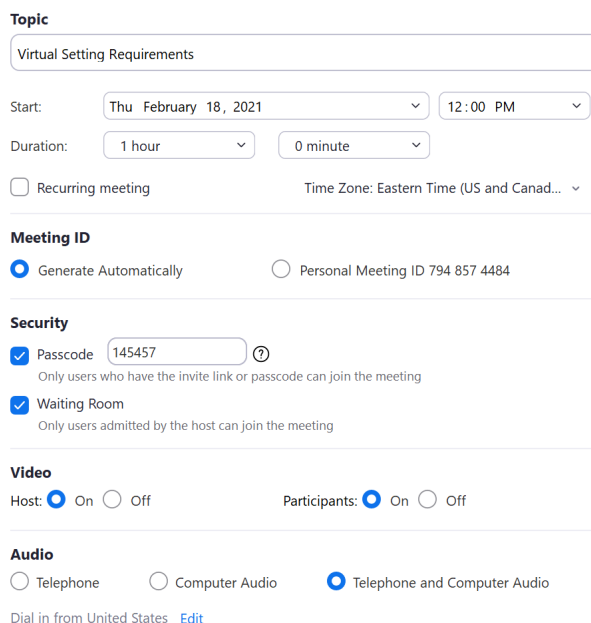
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PURPOSE OF VIRTUAL POLICY

*The IPC is dedicated to providing a comfortable, safe, and inclusive environment for all who wish to join us in our pursuit of community and honing our playwriting skills. Virtual events are one of the many ways we seek to do that, especially in a COVID-19 environment. However, with the increased popularity of virtual events, there are some individuals that have taken these opportunities to act as virtual terrorists. These 'Zoom Bombers' do not represent our organization and provide a threat to our mission and values. This policy was designed to provide a clear set of rules to make these events easy for those who wish to join, but also limits the risk of being targeted by these 'Zoom Bombers.' **This policy acknowledges that with any public event there is always going to be some semblance of risk, despite our best efforts.***

Zoom Settings

- IPC currently uses two paid Zoom accounts for events. Rapture Theatre's Zoom account is used for Table Readings and the IWC's Zoom account is used for Scene Nights and Large Group Meetings. To ensure consistency both accounts should be set to automatically be at the following settings, when creating events:

*It is important that **every** meeting requires a passcode AND waiting room. It is also important that unless otherwise chosen, that both host and participant video is marked as 'on.' One important note is that passwords are now often embedded into the direct Zoom links, which is why it is very important to also ensure that the 'waiting room' is checked.*

Promotion & Advertising Policies for Virtual Events

1. Events should be promoted in e-blasts, IWC newsletters, social media, but under no circumstances should the direct Zoom link ever be posted publicly. This includes social media, our website, newsletter, or any other public platform.

2. If the direct link needs to be sent out it must be done either through a direct private message or e-mail.

3. If it is ever discovered that a link has been intentionally or accidently posted to a public platform, the Zoom link will be deleted and re-created as an entirely new link and the attendees will be informed.

4. The appropriate 'Communication Script' is to be shared and posted, as per this policy. This script can be found at the end of this document.

5. This policy is to be posted to the website and openly available to reference for anyone who is interested in our Zoom security policies.

Virtual Attendance Policy

Table Readings

- Table readings are organized through Eventbrite. These are set-up as free online events to best promote the developmental work of the playwright. The Zoom Link is created through Eventbrite and takes out the need for direct Zoom links completely and is all done through the Eventbrite website. Assuming the direct link is not shared in other areas, no one will ever actually have the direct Zoom link.

- Since table reads are public events, anyone with an e-mail or Eventbrite account can sign up, so it will be important to monitor the guest list and keep an eye on suspicious e-mails. This is not a perfect science, as e-mails vary greatly depending on the person.

- The Eventbrite link to the Zoom Meeting is only active when the event holder activates it, which is usually 5-15 minutes prior to the meeting. The facilitator will utilize the attendee list through Eventbrite to admit guests in the waiting room into the meeting. The names on the attendee list need to match the names in the waiting room in order to be admitted in.

- If anyone has any issues with accessing the event, Eventbrite allows them to reach out to the event facilitator through the site, which sends their message directly to the facilitator via e-mail.

- If the direct Zoom Link is ever compromised, it can be changed within Eventbrite, by canceling the Zoom integration and re-creating it.

Scene Nights

- The sign up for Scene Night is done via an Airtable integration within the IPC website. All writers and actors need to sign up through that form.
- On the day of the event, the facilitator will e-mail all the attendees that are properly signed up a direct link to the Zoom meeting.
- When admitting individuals into the meeting, the facilitator will utilize the Airtable Attendee List to allow people into the meeting.
- If the direct Zoom Link is ever compromised, it will be immediately deleted, and a new link will be created and sent to the attendees.
- First-time audience attendees who are *not* IPC members or regularly scheduled actors should alert the Scene Night Coordinator that they plan to attend, if at all possible, so that they may be admitted into the meeting.

Large Group Events

- Bi-monthly large group are organized through Eventbrite, using the IWC Zoom account. These events are free online events using Eventbrite to provide ease of access for attendees, and to take advantage of the automatic notification functionality of Eventbrite. Assuming the direct IWC link is not shared in other areas, no one will ever actually have the direct Zoom link, except on a "need-to-know" basis for the event organizers and IWC staff.
- Since large group events are public, anyone with an e-mail or Eventbrite account can sign up, so we will monitor the guest list and look for suspicious e-mails.
- A monitor (volunteer position) will be provided with a list of names of attendees from Eventbrite and will be responsible for admitting from the waiting room only participants who are on the list or are people we know by name.

Communication Script for Attendees

The below is intended to be used to communicate with attendees to make the implementation of these new policies easier. These are intended to be designed to easily be copy and pasted for any event. There are two scripts: one for promoting the event and one to be read/posted in the chat at the start of events.

Before/Promoting the Event

- "In order to limit our risks of 'Zoom Bombers', we ask all attendees to do the following to ensure they have no issues being admitted into the event and that these events remain a safe and welcoming place for all: please register for the event as directed (which is either through the IPC website or Eventbrite). Never post, share, or provide the direct link to the Zoom meeting to **anyone**. Instead direct them register for the event using the approved process. Please make sure that a recognizable name is what shows up when logging into Zoom, or else you may risk not being admitted. Any questions or concerns, please reach out to the event coordinator or visit our website to learn more about our virtual event policies."
  - When promoting, this is to be included at the bottom of any e-mail correspondences containing a link and when posting on social media, it should be the first comment on the post.

Starting the Event

- "In order to limit our risks of 'Zoom Bombers', we ask all attendees to do the following to ensure they have no issues being admitted into the event and that these events remain a safe and welcoming place for all: Never post, share, or provide the direct link to the Zoom meeting to **anyone**. Instead direct them to how you registered for the event. Please make sure that your real name is what shows up when logging into Zoom, or else you may risk not being admitted. Any questions or concerns, please reach out to the event coordinator or visit our website to learn more about our virtual event policies."
  - At the beginning of the event, this should be read to the group and posted in the chat of Zoom.