

Event Etiquette

for Training Events for Doctoral Researchers (on-site, online, hybrid)

Objective and commitment

We expect all participants to identify with the values outlined here and actively contribute to a respectful, and productive learning environment.

Scope

This code applies to all participants, trainers, organizers, staff regardless of whether the event is held on-site, online, or hybrid.

Principles of Interaction

Respect and Courtesy

We interact respectfully, let others finish speaking, and ensure equal speaking opportunities.

Diversity and Anti-Discrimination

Discrimination based on racism, antisemitism, ethnicity, gender, language, religion, disability, sexual identity, age, or other characteristics will not be tolerated.

Inclusion and Participation

We acknowledge different starting points and needs and strive to organize our offers as inclusive and accessible as possible.

Confidentiality and Personal Rights

Content shared in sessions remains confidential. Photos or videos showing individuals may only be published with their prior (written) consent.

Online Formats

Mute your microphone when not speaking; chat messages must be respectful and relevant.

Turn on your camera. If you don't have one, make sure to get one beforehand.

No private or inappropriate messaging. Wear earphones even when you are alone in an office/ a room.



Error Tolerance and Openness to Criticism

If hurtful or discriminatory remarks occur – even unintentionally – we address them respectfully. Constructive feedback is welcome.



Violations of this Code

Anyone violating this Code may, at the discretion of the event team, be excluded from further participation. Please contact the trainers or organizing team. All reports will be taken seriously and treated confidentially.

We want everyone to feel welcome, safe, and respected.

The Graduate Studies Support Program is a project of the Berlin University Alliance. It is organized by Freie Universität Berlin, Humboldt University of Berlin, the Technical University of Berlin, and Charité – Universitätsmedizin Berlin.

