



Participant Handbook¹

Welcome Message

Welcome to the conference and thank you for being part of our community. Your presence contributes to an event built on respect, collaboration, and inclusivity. We hope this conference provides opportunities for meaningful exchange, reflection, and learning across diverse perspectives.

This handbook outlines how we can all help create a safe, accessible, and welcoming environment, one in which every participant, whether onsite or online, feels supported and respected. Please take a few moments to read through these guidelines and refer back to them during the event.

Purpose

This handbook provides guidance for all conference participants to help maintain a safe, inclusive, and respectful environment.

It outlines expectations for conduct, participation, and accessibility, and explains how to seek help or raise a concern during the event.

All participants are expected to follow the [DiGRA Code of Conduct](#) throughout the conference, whether onsite, online, or in any social space linked to the event.

1. Core Principles

- **Respect and professionalism:** Treat every participant, organiser, and volunteer with courtesy.
- **Inclusivity:** Value diverse perspectives and identities; avoid exclusionary language or behaviour.
- **Safety:** Help maintain a safe, inclusive, harassment-free, and discrimination-free environment; report any issues promptly.

¹ Authorship and Acknowledgment: These appendices were prepared by Yekta Kalantar Hormozi, DiGRA Diversity Officer (2025–2027), as companion materials [to the DiGRA 2026 White Paper on Behaviour Expectations](#). They were developed with feedback and contributions from the DiGRA DEI Subcommittee, including Carlos Gabriel Kelly González, Stanisław Krawczyk, and Usva Friman.



- **Accessibility:** Be considerate of others' needs—physical, sensory, linguistic, or digital.
- **Collaboration:** Engage in discussions constructively, even when opinions differ.

2. During the

Conference Interaction

and Dialogue

- Speak respectfully in sessions, panels, and informal discussions.
- Listen actively and allow others space to contribute.
- Avoid interrupting or dominating conversation.
- Use inclusive, gender-neutral, and culturally aware language.
- Address others by their affirmed names and pronouns.
- Disagree with ideas, not individuals.

Digital and Hybrid Etiquette

- Keep your microphone muted when not speaking in online sessions.
- Use respectful tone and wording in chat or Q&A features.
- Avoid sharing screenshots or recordings without consent.
- Respect privacy in online spaces just as you would in person.

Photography and Recording

- Always ask for consent before photographing or recording other participants or presenters, and respect their stated preferences about photography, recording, or online posting.
 - If applicable, follow signage indicating “no-photo” zones or restricted sessions.

Accessibility Awareness

- Keep pathways clear.
- Avoid wearing strong scents.
- Speak into microphones when asking questions.
- Notify organisers early if you encounter accessibility barriers.

3. Reporting and Support

If you experience or witness harassment, discrimination, or any conduct issue you are encouraged to:

- Approach a **Safety & Conduct Team** member or any **DiGRA Board** member wearing a designated sticker.

Or

- Visit the **Accessibility & Inclusion Desk** for help or to request private contact with a representative.

Or

- Email one of the following:
 - **Local Organising Committee:** digraireland2026@gmail.com
 - **DiGRA Executive Board:** digrainternational@gmail.com
 - **DiGRA Ombuds Team (confidential):** digraombuds@googlegroups.com



- Submit an anonymous report through [DiGRA's online form](#).
- All reports are handled confidentially under GDPR and DiGRA's Code of Conduct.

4. In an Emergency

If you are in immediate danger or require urgent medical help:

- **Call 112 or 999 for Gardaí, Fire Brigade, or Ambulance. Both numbers are official emergency numbers in Ireland.**
- Then contact **Maynooth University Campus Security**:
 - o **Emergency**: +353 1 708 3333
 - o **General / Security**: +353 1 708 3929
 - o Security will guide first responders and can assist with non-emergency safety issues.
- Once safe, inform the **Organising Chair or Co-Chair** (see contact list).

5. Key Contacts

Purpose	Contact Person / Team	Email / Phone	Notes
Safety or Conduct concerns	Safety & Conduct Team – at Registration Desk	Accessibility and Inclusion Desk or Registration Desk digraireland2026@gmail.com	Confidential reporting
Accessibility or Inclusion support	Accessibility & Inclusion Desk – located at the Registration Desk. Yekta Kalantar Hormozi	yekta.kalantar@mu.ie	Onsite or online assistance
General event information	Local Organising Committee	digraireland2026@gmail.com	Timetable, logistics
Ombuds Team (confidential)	DiGRA Ombuds Team	digraombuds@googlegroups.com	Independent support
Emergency Services	Gardaí / Fire Brigade / Ambulance	112 or 999	Police / Fire / Ambulance
Campus Security	Maynooth University Campus Security	Emergency: +353 1 708 3333 General Security: +353 1 708 3929	24/7 on-site assistance

6. After the Conference

- Consider sharing constructive feedback through the post-conference questionnaire.



- If you wish, report any accessibility or conduct issues that occurred after sessions.
- Continue engaging respectfully in follow-up communications and online forums.

6. Quick Reminders

- Respect diversity and pronouns.
- Use microphones and clear language.
- Seek consent before recording or sharing images.
- Report any issues confidentially and promptly.
- Participate inclusively, onsite and online.

