Aviation Cultures Conference Online Etiquette Guide

It is important to be polite and respectful when communicating online, just as you would when communicating face-to-face. Here are some of the reasons:

- Without being able to see a person’s face or body language, it is easier to mistake their meaning or intention.
- Public social network sites and websites, as well as discussion boards, and emails can provide a permanent record of your comments and be accessible for decades, even if you think they are private.

General guidelines

- Be polite and avoid the use of unprofessional language.
- Treat others within the online space with respect and fairness in all online communication.
- Use clear and concise language with correct spelling and grammar.
- Use correct written English and avoid the use of acronyms and abbreviations where possible (unless you explain them first).
- Type in sentence case as typing in ALL CAPITALS can be interpreted as aggressive/shouting.
- Limit the use of emojis, unless they aid in interpretation.
- Be cautious when using humour as the tone can be lost online.
- Avoid sharing too much personal information online.
During Crowdcast

• Be aware of your surroundings and consider your actions.
• Ensure your background only has items you are happy to share in it (e.g. you might want to keep family photos private).
• If you are sharing your screen, check you do not have any inappropriate windows open (such as online banking, personal social media accounts etc.).
• **Mute your microphone when not speaking** to avoid background noise and feedback noise if you are not using headphones.
• Use the chat function to ask questions to avoid interrupting conversation.
• Present yourself as if you were meeting in person (e.g. not lying in bed in your pyjamas).

Discussion guidelines

• Make posts that are on-topic.
• Keep any off-topic discussion and questions to the social forum space designed for that purpose.
• Read all messages before replying, to make sure you are not repeating ideas if the discussion has moved on.
• Avoid short responses, such as ‘I disagree’ without elaborating.
• Be respectful of others’ opinions and do not make personal or insulting remarks.
• Try to keep your messages short.
• Copyright and plagiarism apply to discussion forums just as they do to other scholarly work. Ensure you cite other people’s work appropriately and do not share pictures, documents or other items that are covered by copyright.