

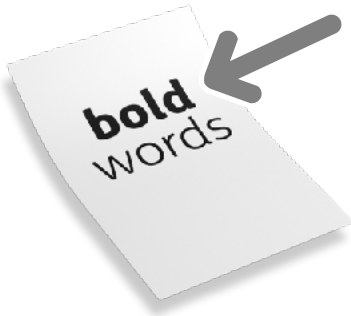


Co-Production Collective

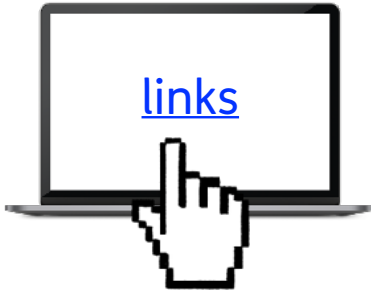
Ways of working



easy
read



In this easy read document, difficult words are in **bold**. We explain what these words mean in the sentence after they have been used.



Some words are [blue and underlined](#). These are links which will go to another website which has more information.

Introduction



Co-Production Collective is a group of people who work together with organisations to help make changes that are good for everyone.

Co-production means people working together to make something happen.

This document



This information explains how we'd like everyone to take part in our online video call sessions.

They are called ways of working.

Ways of working

Our core values



We would like everyone taking part in a co-production session to understand our main **values**.

Values are the things we think are very important. They guide what we do and how we do it.



You can read our values online here: <https://bit.ly/3kJRWCM>

Microphone and video

We would like you to:



- have your microphone turned off unless you are speaking



- have your video on, unless you would prefer not to.

Accessibility

To make sure everyone can join in we will have:

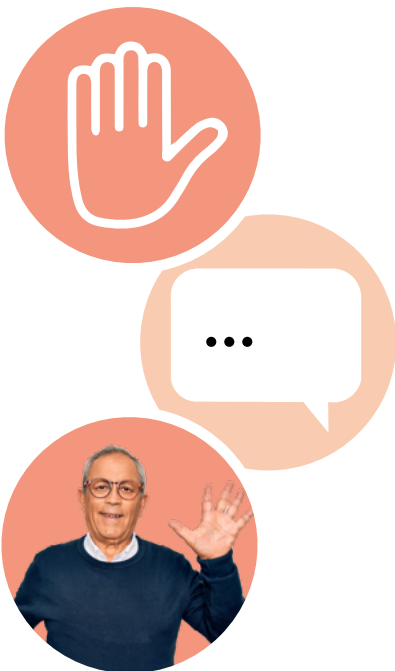


- technology for people with hearing or sight problems
- at least one group break.

Please let us know if there is any other support you need in order to join in.

Asking questions

To ask a question during the session, you can:



- use the raise hand button on your computer
- type your question in the chat box
- raise your hand with your camera on, so the speaker can see you.



Chat

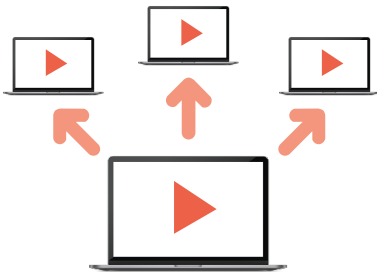
You can use the chat box on your computer as much as you would like.



You can save the chat so you can look back at it.

Breakout rooms

Breakout rooms is when the speaker will split you into smaller video call groups.



You will be returned back to the main group when it is the right time.



If you are having problems with the video call you can contact Niccola by:



- email:
coproduction@ucl.ac.uk



- telephone:
07741 671200

Photos



Sometimes we take photos of our sessions.

If you do not want to be in any photos please let us know.

Thank you!