The open exchange of ideas, mutual respect and freedom of thought and expression are paramount to PDC conferences and participatory design processes. As we are a global community who share these commitments we have put together a guiding set of principles and mindful practices to support diverse and inclusive forms of participation. This is not only for those who might be new to participatory design, but also for those who are very familiar with its traditions and legacies. We hope this will act as a gentle reminder for how we can be together online, face-to-face and in more hybrid and creative ways.

OUR GUIDING PRINCIPLES

DIVERSITY, INCLUSION AND ACCESSIBILITY

The PDC community is committed to and is working towards building a plural, diverse, accessible, harassment-free, and pleasant conference experience with equity in rights for all. We want participants to have a voice, be welcomed, included and feel safe at the conference.

Our conference is dedicated to providing a harassment-free experience for everyone, regardless of gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion (or lack thereof), or technology choices. We welcome people of all backgrounds, experiences and fields.

We encourage all interactions between chairs, reviewers, presenters and attendees to be respectful and constructive, including interactions during the review process, at the conference itself, and on social media.

Key to the conference ethos this year is embracing different forms of knowing and diverse perspectives on participatory design – as demonstrated though the conference theme and the PDC Places initiative. We would like to ensure everyone can learn from each other and benefit from exposure to different points of view (concepts, ideas, habits, lived experiences etc.).

We will commit to accessible use of language, technology, visual design and audio-visual presentation.
RESPECTFUL AND MINDFUL

We aim to foster a productive, collaborative and respectful experience for all. This will only be possible if participants work together to create that experience. We expect all interactions between anyone involved in PDC 2022 (including reviewers, organisers and participants) to be respectful and constructive. We ask all participants to look out for each other and to assist session chairs in creating environments for respectful debate that nurture learning and growth.

When participating in the Conference we therefore ask you respect the following guidance

- Be kind, patient and mindful of differences (of any kind) and technical constraints (such as internet access, camera availability, etc)
- Enter our spaces to listen deeply and participate with respect. We are all on a learning journey.
- Please do not interrupt or spoil the presentation in progress by distracting other attendees.
- Please be careful in your choice of words and endeavour to make your expressions and languages inclusive.
- Please do not judge or trivialise others and phrase any critiques respectfully with constructive advice.
- Please avoid generalisations as much as possible by anchoring your perspectives in direct experiences or personal observation, such as “I have observed designers do…” rather than “Designers are…”.
- Please create accessible sessions by describing any images for those who cannot see them and speak clearly at a moderate speed.
- Please do not record sessions without the express permission of those presenting or attending.

We will do our best to accommodate specific needs, and while we cannot promise to solve every issue, we will try our best. When you register for the conference, there will be a registration question labelled, “Please tell us if there is anything we can do to ensure your participation is barrier-free.” Please write-in anything that will help make the conference accessible to you – and the conference chairs will follow-up with you to discuss any specific needs.

ACKNOWLEDGEMENT OF LANDS

We encourage everyone to respectfully acknowledge the lands where they are speaking from before each session, especially if you are on First Nations lands. Your sessions may be attended by Indigenous people or presentations seen by those on Traditional Custodians’ lands, so the act of giving Acknowledgement can also extend in giving respect. This invitation to give Acknowledgement is to encourage everyone to situate themselves in ongoing dialogues around decolonising, including for those who are from nations that have colonised other lands.

While the guidelines we adapt here offer follow protocols in Australia, you can read more about how to give an Acknowledgement with meaning here:

1. Find out whose land you’re on. Do your research and be specific.
2. Show respect. Be earnest and genuine.
3. Adapt to suit your context. It’s easy to download an already scripted acknowledgment, try to write one in your voice.
5. Avoid using past tense. Indigenous people are still here.
6. **Breathe.** Take your time.

## SUSTAINABILITY

We are committed to consider the ecological impacts of attending a conference. In developing a hybrid conference format we welcome everyone involved to reduce unnecessary and excessive travel, and choose more sustainable options for accommodation, catering, venues and avoiding single use items where face-to-face activity is possible.

## PDC PLACES ORGANISATION

PDC Places is a new experimental initiative to encourage local groups, engaged in participatory design worldwide, to curate activities of their own interest, especially to include underrepresented voices in participatory design. The initiative is being prototyped in response to the Covid-19 lockdowns to develop a more sustainable and equitable approach to conference participation, while exploring how to connect and learn in co-located and on-line ways. The following includes potential roles for the Conference Committee and the PDC Places organisers to co-ordinate how to work together to approach this new initiative.

### ROLES OF CONFERENCE COMMITTEE

The Committee will
- Design the PDC program with multiple overlaps between time zones to enable synchronous social engagement and allow enough time in each session to emphasise discussions.
- Design the PDC program to include several high-quality PDC Places curated events and content for global audiences to participate in
- Provide Online video conferencing platform licences (e.g. Zoom) to support online activities hosted by PDC Places.
- Develop and maintain the conference website platform to house information about each PDC Place and their activities/exhibitions and main contacts.
- Link to PDC Places social media communications and promotion of their events
- Share accepted papers relevant to PDC Places organisers prior to the conference
- Provide language translation where needs and budget permit for keynotes and some panel discussions.
- Provide branding assets for PDC Places including style guides so PDC Place hosts can design their own materials in their own languages
- Coordinate student volunteer support for each PDC Place

### ROLES OF PDC PLACES ORGANISERS

PDC Places organisers will:
- Organise their own activities, venues, times (pre/post), budgets and communications to their own networks, including charging costs* to cover their own activities
- NB*: Please note these costs are separate to PDC2022 conference registration. If PDC Place participants are NOT going to view the main PDC2022 online conference program, then they may
not need to register for the conference and should just pay for costs stipulated by a local PDC Place.
+ Organise translators for their own audiences for specific activities where necessary.
+ If registered for the PDC conference, use PDC online platform to access sessions and content, but also make use of online platforms (e.g. Facebook, blogs etc.) that suit their own needs to present PDC Places content and to promote on the PDC website, including how to use these for online “exhibitions”
+ Use PDC social media channels to disseminate PDC Place activities in ‘real time’
+ Proactively organise events with PDC Places Chairs and hosts of other PDC Places
+ Recommend student volunteers from PDC Places and support them in their roles

CONFERENCE THEME, LOGOS, BRANDING & COMMUNICATIONS

PDC Place organisers are welcome to make use of PDC2022 branding to promote events. Guidance will be provided from the PDC General Chairs so these touchpoints can be edited for local languages to encourage relevant communications for localised workshops, panels and networking. Organisers are also encouraged to use their own relevant social media channels to communicate widely about local events while connecting to and using the following handles #PDC2022 or @PDC_Conference (Twitter) @PDC_2022 (Instagram)
https://www.facebook.com/participatorydesignconference (Facebook).

FEES AND ONLINE PARTICIPATION

There will be a fee for participation for PDC2022 online conference content organised by the PDC2022 committee. Fees will be charged on a sliding scale based on GDP and institutional support for low and middle income countries in the global South (list of LMIC countries). More info on this will be displayed on the PDC 2022 website closer to the time. Local fees via PDC Place organisers may also be charged for face-to-face events where catering and hire of facilities is required. Fees may be waived for volunteer activity through our student volunteering (SV) scheme.