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COMMUNITY GUIDELINES VIRTUAL LONG TABLES BLACK WOMXN SUMMIT I

STRENGTH & SOLIDARITY: A RE/CONNECTING OF BLACK WOMXN ARTISTS

Thank you immensely for joining us for **Black Womxn Summit I**, a Long Table discussion titled ***Strength & Solidarity: A Re/Connecting of Black Womxn Artists***. The Guest Host for this event is Alice Sheppard and Core Participants include nia love, Shalewa Mackall, Kayla Hamilton and Channie Waites, curated by a committee of Black Womxn deeply involved in the artistic and activist communities of New York City and beyond.

In order to re-envision our Long Table events in a digital format, the Guest Host and Core Participants will take the main spotlight on Zoom using video and sound. We ask that attendees primarily plan on witnessing and turn off the video and sound of themselves. Attendees will be able to communicate their thoughts and questions via Zoom's chat function. [Creating a Zoom account is entirely free.](#)

Before the event, we ask that you **please read and affirm the following community guidelines** to ensure a smooth experience for the entire group. Please reach out to Sarah A.O. Rosner, Producer, sarah@gibneydance.org and Dani Cole, Curatorial Associate & Artist Coordinator, dani@gibneydance.org, with any questions before the event.

BEFORE THE EVENT STARTS AT 7:00PM EST, WE ASK THAT YOU PLEASE:

- **Close ALL other programs and apps.** If you're using a web-based service, your browser should be the only program open. If using an app like Zoom or Facetime, close EVERYTHING else. We hope this will help to avoid technical glitches and slow speed.
- To listen to the call's audio, **use earbuds or headphones instead of a speaker.** If you don't have headphones, just use the built-in speaker. **Do not use a bluetooth speaker,** as it adds even more to latency issues.
- After joining the call, **please turn off your video and put yourself on mute.** The call's administrator may also opt to put you on mute and can help with this if you are unable to locate the mute button. This will greatly reduce video malfunctions/slowness and feedback noise that will enable the event to flow in a smoother fashion.



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AS THE EVENT OCCURS FROM 7:00PM-9:00PM EST:

- Please **do not unmute yourself** and interrupt the conversation audibly.
- You may enter the dialogue by using the chat box feature. [Directions can be found here for using the chat box.](#)
 - Throughout the event, you can use the chat feature to type your questions and comments. These will be brought to the table as the guest host and core participants read the chats aloud to the group. From there, they will be heard and discussed. *We are using the chat feature to limit disruptive audio feedback and ensure the video call continues to run smoothly.*
 - Please know the guest host and core participants will do their best to accommodate everything in the chat box. As with a traditional Long Table, patience will be needed while waiting for a turn to speak, and **we strive to give equitable space to everyone's questions and sharings.**
- If any technological dilemmas arise during the event, please feel free to use the chat box to send a **direct chat to Dani** (or email her) and she will troubleshoot with you ASAP.
- We will record the entire Zoom event and share with community members who are unable to attend or run into technological or wifi issues that prevent them from participating. If you know someone who would like this recording, please let us know or have them reach out to us.

AFTER THE EVENT ENDS AT 9:00PM EST:

- Please leave the Zoom call by clicking "leave meeting," fully exiting out of the browser or closing the app.
- Please feel free to share your feedback on this virtual format with us at sarah@gibneydance.org and dani@gibneydance.org. This is the Performance and Residencies' Department first time running an engagement program over Zoom. We'd love to hear about how the event was virtually and how the Zoom platform worked for you.
- Please also feel free to send your afterthoughts on any topics addressed in this Long Table to Senior Curatorial Director Eva Yaa Asantewaa (eva@gibneydance.org). We hope you will enjoy and be inspired by this virtual gathering.