

Brief Overview of Guidelines for Written Discussions

Version 1: Succinct Version

Guidelines for Written Discussions

- Click on the colored, square button with the group icon and enter your name.
- Select a color by clicking on the color panel.

→ The color must be different from that of the other participants.

- If you wish to write something in the text window, please inform the moderator first by writing “request to speak”—or a short version like “rst”—in the chat.
- The moderator will determine the order of writing.
- Write one after the other.
- After completing your contribution in the text window, write “finished” in the chat.
- Make sure nothing is accidentally deleted.

→ If you delete something by accident, the technical assistant/moderator will restore the previous state.

- The moderator will indicate where to write in the Etherpad, e.g., at point “xyz” or from line “123.”
- If you lose track, notify the moderator in the chat.

Please note that a **written discussion is slower than a spoken one**. Please also note that the **content** of the written discussion is **confidential** and may not be shared with third parties without prior consultation with its organizers.

Version 2: Extended Version

Guidelines for Written Discussions

Preparation:

- All participants should enter their names in the Etherpad. Please do so by clicking on the colored, square button with the group icon in the top right corner (sometimes it is at the bottom of the website).
- Select a writing color by clicking on the color circle.

→ The color must be different from that of the other participants and contrast well for good readability (for example, you should make sure not to use dark blue if another participant has black).

Conducting a Written Discussion:

- Begin in the chat with a welcome message ("Hello everybody"). All participants reply to show their active presence.
- Read the rules that should be pasted at the top of the Etherpad text window.
- If you wish to write something in the text window, please inform the moderator first by writing "request to speak"—or a short version like "rst"—in the chat. The moderator will tell you in the chat when to write in the text window.
- The moderator determines the writing order.
- Write one after the other.
- After completing a contribution in the text window, write "finished" in the chat.
- Be careful not to delete anything by accident.

→ If you accidentally deleted something, please notify the moderator via chat. The technical assistant/moderator will restore the previous state.

- The moderator will indicate where to write in the Etherpad, e.g., at point "xyz" or from line "123."
- If you lose track or are temporarily absent from the Etherpad, please notify everybody in the chat field.

Notes:

Please note that in a written discussion, you are usually sitting at a computer in front of a text screen. You cannot see the other participants. **All relevant information is communicated exclusively in writing.** This also means that, for example, particular facial expressions or the tone of voice are not visible or audible, as is the case in a spoken conversation. But they also convey information and make the communicative dynamics tangible. This means that such non-verbally communicated information has to be added in writing. For example:

→ If you are not available, please write "not available" and "back again" in the chat.

→ If you wish to point out irony or modify your text in other ways, please add "(meant ironically)" or "(meant seriously)" in parentheses in the text window where appropriate.

Please also note that **everything in the text window can be edited at any time**, whereas **the chat cannot be edited or deleted** and remains visible to everyone.