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**Forum 2018**

**Communications Guidelines**

Thank you for being part of the Forum 2018 Communications team which includes IT, photographs, Twitter, Facebook, video and press releases.

These guidelines are for all of you so that you know what everyone is doing. Please read the whole document, even the sections which don't directly apply to you.

Printed copies of this document will be given to the Communications Team when they arrive at Forum. Links will clearly only work if you are looking at an electronic document. All Forum information is at [www.cte.org.uk/Forum2018](http://www.cte.org.uk/Forum2018) and this document can be downloaded from the [photo and video statement](https://www.cte.org.uk/Groups/303567/Home/Resources/2018_Forum_Together/Photographs_and_videos/Photographs_and_videos.aspx) page.

**Principles**

1. Promoting Christian unity The Forum brings together a wide range of Christian traditions in England with the aim of promoting Christian unity. All communications must be about promoting this aim. Engagement on difficult issues is best presented as engaging positively in an ‘ecumenical space’ in line with the main aim.
2. Sharing of mutual gifts The tone of the Forum is about all delegates sharing their mutual gifts as part of the body of Christ. Communications at Forum will be best when presenting the body working together with each contribution (from president to local rep) bringing their gift.
3. Listening to each other All communications should emphasise the role of listening together. This is what the Moderators of Forum and the programme are aiming at, so we hope this will be evident in all communications.
4. Purpose The first page of the programme outlines the purpose of Forum. You are free to quote this and any text in the programme as and when you wish.

**General Practicalities**

1. Programme guidance. The programme includes names and titles to be used in communications. If you are not familiar with names (eg of a Body in Association) please check first with our website [www.cte.org.uk](http://www.cte.org.uk) (use the search box) or with a member of CTE staff before quoting.
2. Detailed programme Every session of Forum has been detailed in Excel sheets. Please ensure that you look at these in advance and keep an eye on them at every session – we will duplicate them for the Communications Team and you can pick them up when you arrive at Forum.

**Roles**

1. IT mixing desk Dave Ryan (TCRA Events) is responsible for this; Jim Currin is the staff contact if needed. Roles here include house lights, microphone set-up (including the roving microphone), mixing desk, some PPT operation, ceiling video camera, audio archive recording and general management of sound as the programme progresses. It includes ensuring that the musicians have the sound they need, including for the morning prayer session taking place in the Derbyshire Hall. Dave and Jim will set up together before the first Forum session starts and Jenny Bond will supply the PPT presentations. Jenny will also act as the ‘Forum Director’ if any decisions need to be made about programme timing or extra PPT slides. Dave will ensure that both Jim and Jenny have copies of the audio archive recordings (which won't go on the website).
2. Still photographer Chris Dobson is the Forum photographer; Jenny Bond is the staff contact if needed. Chris will make a visual record of the Forum for use afterwards, will photograph those on the top table, the musicians and delegates. In particular he will attend the beginning of the Presidents' meeting to take a photo of them in a line-up and any other group he considers appropriate. If you need photographs during Forum, please ask Chris directly. Photos will be available on Flickr though it may not be possible to upload during Forum itself. Our photo and video statement is [here](https://www.cte.org.uk/Groups/303567/Home/Resources/2018_Forum_Together/Photographs_and_videos/Photographs_and_videos.aspx).
3. Videographer Jim Cooke will video all the Forum plenary sessions; Jim Currin is the staff contact. Videos of these sessions will probably be uploaded very quickly to the CTE website with minimal editing. A further key task will be to edit the three Presidents' session to produce a thirty minute (approximately) video resource for CTE to use after Forum. The actual shape of the resource content will become evident during the Presidents' sessions with the two General Secretaries and Jim Currin according to guidelines which will be available a week before Forum. The short video will be offered to the Presidents/their staff for approval before public release.
4. Other videos Jim Currin will make vox pop videos during Forum. He may also interview some of the Presidents. (Be aware that it is necessary to go through Will Adam before interviewing the Archbishop of Canterbury.) If anyone else wishes to make vox pop videos, please do not ask the Presidents and please send CTE staff a copy of the video..
5. Press Officer Rich Burley will keep an overview of Facebook, Twitter and be responsible for press releases as detailed below. Jim Currin is the general staff contact for all of this.
6. Facebook Chris Dobson has set this up [www.facebook.com/CTEForum2018](http://www.facebook.com/CTEForum2018a) and given editor rights to Jenny Bond and Lorraine Shannon. He should also give rights to Rich Burley. Delegates will be encouraged to add content to the Forum FB page or with tags. (Chris needs to be asked to explain that one and offer guidance?). Rich will take primary responsibility for moderating the page and removing anything inappropriate. He should consult any of the CTE staff team if needed.
7. Twitter Jim Currin will give Rich the CTE login so that he can tweet as CTE. Jim will also continue the usual CTE twitter feed @churchesengland throughout Forum and beyond. There is also a Forum twitter feed that delegates have been asked to quote #CTEForum2018
8. Press Releases Rich Burley will keep an eye out for press release opportunities, ensuring that one or both General Secretaries approve any text before Lorraine Shannon is asked to e‑mail them to CTE press contacts, cc all CTE staff and the Forum Moderators. Rich will then post them/headlines on social media as appropriate.

Jim Currin

Jenny Bond

4 September 2018