

Guidelines for the Cicely Saunders Institute Public Involvement Forum

Please read this document in full before posting your first contribution.

All participants are responsible for following these guidelines.

FORUM GUIDELINES

- **Respect diversity of people, experience and views.** This forum is inclusive of all ethnicities, genders, sexualities and religions.
- **Consider your writing style.** Try to avoid using formal or scientific language, and acronyms (if you use an acronym, please explain)
- **Do not share your own or others' personal information.** This forum is open to the public, please do not share your phone number, email address or any personal information of yourself or others. This includes not naming specific professionals/care providers when talking about experiences of care.
- **Please stay on topic in discussions.** If you would like to discuss something outside of the topic, please start a new discussion with a clear title.
- **No advertising.** Do not post messages which advertise commercial products, events or services.
- **No medical advice.** This forum must not be used for giving or receiving medical advice.

COMMENT APPROVAL

Forum discussions may be subject to approval . There may be a delay before your comments appear on the forum.

MODERATION AND COMPLAINTS

A site moderator will respond to complaints or concerns in relation to users' behaviour.

If you are concerned about another user's behaviour, please report it to the site moderator via email: csi.ppi@kcl.ac.uk.

Complaints about a user's behaviour on the forum will be taken seriously. Offending parties may be banned from participating in the forum.

INVOLVEMENT, NOT RECRUITMENT

The purpose of this forum is to involve patients, families and members of the public in the conduct of research, rather than recruiting people to studies as research participants.

RESEARCHERS OUTSIDE OF THE CICELY SAUNDERS INSTITUTE

Researchers outside of the Cicely Saunders Institute are welcome to participate on discussion pages. If you would like to post about your own projects on the online forum, please get in touch with our team to discuss this via csi.ppi@kcl.ac.uk. We are currently piloting our system to be inclusive of researchers outside of the Cicely Saunders Institute.

If you are interested in finding out more about our experience of setting up a virtual forum, please see our evaluation work [here](#), and feel free to get in touch to find out more.