

SPACE GENERATION ADVISORY COUNCIL

IN SUPPORT OF THE UNITED NATIONS PROGRAMME ON SPACE APPLICATIONS

Discord Guidelines

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This document states guidelines for the use of the SGAC Discord accessible at support.discord.com and setup instructions for the Discord account. By using the SGAC discord channels, users agree to respect the most updated guidelines. The guidelines can change over time without prior notice.

1. SGAC Discord Code of Conduct

The SGAC Discord server is a space for **SGAC members**. Membership is free and can be obtained via the **SGAC website** under the Membership page.

By joining and using the SGAC Discord server, you agree to abide by the **SGAC Code of Conduct and Harassment Policy**. Please read both documents in full before participating. Below are key highlights and how they apply to this platform:

Unacceptable Behavior

To ensure a **safe, respectful, and inclusive** environment, the following behaviours are strictly prohibited:

- **Discriminatory or Offensive Conduct**

Any speech, messages, or behaviour perceived as **sexist, racist, homophobic, transphobic, ableist**, or otherwise discriminatory or offensive will not be tolerated.

- **Inappropriate Nicknames or Language**

Unwelcome, suggestive, derogatory, or offensive nicknames or language - whether in usernames, messages, or voice channels - are prohibited.

- **Disrespect and Harassment**

Disrespectful, hostile, or harassing behaviour of any kind is not allowed. Constructive dialogue is encouraged; **disparaging remarks are not**.

- **Inappropriate Attention or Conduct**

Avoid any **unwelcome attention, comments, or physical advances** (in case of in-person meetups). If someone expresses discomfort, **stop immediately**.

- **Disruptive Behavior**

Do not engage in behaviour that disrupts conversations, events, or the functioning of the server (e.g., spam, trolling, derailment).

- **Violent Conduct**

Any form of **violence, threats, or violent language** is strictly prohibited..

Enforcement

1. Accountability and Consequences

All members are expected to take responsibility for their actions.

Moderator Actions

If violations occur, SGAC Discord Moderators are authorised to take action depending on the severity of the infraction. Actions may include:

- Warnings
- Temporary or permanent suspension from the Discord server
- Expulsion from SGAC activities or events

2. Reporting Violations

If you experience or witness behaviour that may violate these Guidelines, please **report it to a Moderator**. Reports can be made in good faith via private message (DM) or via emailing discord@spacegeneration.org

3. Investigation and Oversight

Moderators will handle reports initially. If needed, issues will be escalated to the **SGAC Leadership team**, who treat all reports **confidentially and seriously**.

2. Moderation

The SGAC Discord is moderated by a team of **designated SGAC Discord Managers** who are responsible for upholding the SGAC Code of Conduct and the guidelines outlined here. Their responsibilities include:

- **Maintaining respectful conduct** and ensuring community standards are followed.
- **Organising server structure**, including making sure discussions happen in appropriate channels.
- **Participating in and encouraging engagement**, such as initiating conversations and keeping the server active. This includes, for example, posting monthly updates in the #general channel to highlight newly created channels.
- **Tracking community metrics**, such as total users, active users, number of channels, and total messages. These should be collected, where possible, on a monthly basis and reported annually to the SGAC Membership Managers.

Moderators **do not have access to private channels** unless they are explicitly part of those channels.

After registering on the SGAC website, you will be able to see the login link to Discord. If you're unable to see the invitation link, you can request access by contacting the moderator for an invite.

If you need help or would like to report an issue, you can contact the moderators via the #discord_help channel.

Moderators are members of the **SGAC Membership Team** and are committed to keeping the SGAC Discord a dynamic, inclusive, and productive platform for discussion and collaboration.

3. Channels and threads

The Discord workspace is divided into a conspicuous number of channels, public (open to anyone within the workspace) or private (accessible by invitation only). The private channels are typically for teams, such as #moderators or #rc #npoc #projectgroups, for example. You cannot know a private channel exists if you do not belong to it, so don't forget to ask any moderators to add you to the relevant private channels:

- Africa Region
- Asia-Pacific Region
- Europe Region
- Middle East Region
- North, Central America, and the Caribbean
- South America
- Project Groups, etc.

If no moderator belongs to the channel you want to join, they will indicate to you a member who can add you. Reach out in the [#discord_help](#) channel.

Use a **thread** when you want to answer a specific message. This is a great tool to keep conversations organised and channels clean. [More about threads!](#)

Project Groups channels

Every Project Group has the opportunity to maintain a channel on the SGAC Discord.

The PG channels on the SGAC Discord do not necessarily replace any communication or work tools already existing in the Project Group. However, the PGs are encouraged to use the SGAC Discord workspace (private channels can be opened for active working groups).

The public PG channel is to be understood as a window between the PG and the rest of the SGAC community. In this channel, people interested in the actions of the project group will ask questions, and people from the group will advertise their work when needed, and use it to recruit new members when needed.

This channel is named **#pg_name** with the name or acronym of the Project Group as the name. For example, the Near Earth Objects project group is associated with the #pg_neos channel.

The PG private channels may be named starting with the PG acronym, e.g. #neos_projectgroup.

The moderation of the PG channels is the responsibility of the PG co-leads, with the help of the Discord community managers from the PR&Com team.

Regional channels

You are welcome to join the **regional channel corresponding to your region**. Each Regional Coordinator is responsible for managing their main Discord channel, named **#rc_regionname**. The guidelines for these channels follow the same recommendations as those for the **Project Group channels**.

Country channels

Every NPoC has the opportunity to manage a Discord channel named **#co_countryname**, in coordination with the respective Regional Coordinators. The guidelines for these channels follow the same recommendations as those for the Project Group channels.

The national channels shall be situated within the **Regional Channel Category Folder**.

4. Members Profile

Any person using the SGAC Discord shall add their full name to the Discord profile. It is strongly recommended to add a picture, which should be professional and clearly showing the face. (A LinkedIn or SGAC membership profile picture headshot is encouraged.)

In addition, members holding a position within SGAC shall add their position within SGAC and be sure to update when changing or leaving a position within SGAC. (i.e., Co-Lead of the Space Exploration Project Group).

The She/He icon can be added in the Discord status.

5. Privacy

With respect to privacy, SGAC shall not be responsible for the protection of privacy data exchanges via Discord. At any time, the Discord [Privacy Policy](#) shall apply.

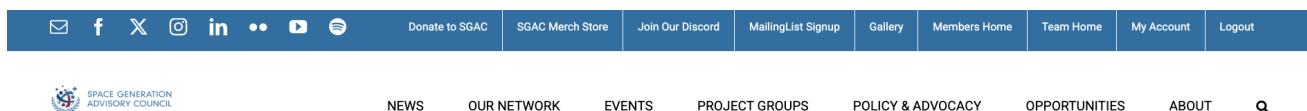
SGAC will use personal information submitted via Discord only for statistical evaluations according to [SGAC Privacy Policy](#).

6. Guide to Getting Started

If you're looking to join the SGAC Discord server, this section of the guide is for you. As a SGAC member, you'll be able to connect, network, and engage with the community!

Step 1 – Join the Discord workspace

- Log in to the SGAC website and click “Join Our Discord”
- [LINK](#)



We'll guide you along, but we'll ask you to enter your full name and display name. We'll also ask you to choose a password so you can sign in and out with ease

Step 2 – Set up your profile

Filling out your Discord profile helps other SGAC members learn more about you. Jump to the [Edit your profile](#) article on the Help Centre for detailed instructions. Please add your full name and a picture to your Discord profile. In addition, please add your position within SGAC if you have one (i.e., Co-Lead of the Space Exploration Project Group).

To update your status on Discord, click on your profile picture in the bottom left corner of the app, then select "Set Custom Status".

Step 3 – Download Discord's desktop and mobile apps

You can sign in and use Discord from a web browser on your desktop at any time (just go to <https://discord.com/mobile>). But by downloading desktop and mobile apps, you can stay signed

in to multiple workspaces, have more control over notifications, and stay in sync even when you're on the move.

What's next?

Now that you are set up with a complete profile and Discord apps for your devices, we'll show you what it looks like to actually get work done in Discord.

Or, you can learn more about Discord at the [Help Center](#).

For more questions, you may use the Discord channel #discord_help, or you can contact the current Discord coordinators:

- discord@spacegeneration.org

See you on Discord!

