

## Memory Protocol

- A memory protocol is helpful for later consultations or procedures, to structure the essential information and to remember important details with certainty.
- Even though it can be painful to recall the incident, try, if necessary with the help of a supporting person, to note down important information such as times, names, utterances and procedures, because these can be forgotten due to strong emotions such as fear, anger, shame, which are expectable and understandable.

**Where and when did the incident occur?** *Describe the location of the incident as precisely as possible and note the date and time.*

**Who caused the discrimination// (sexual) harassment / mobbing?**

**What happened?** *Who was involved? What happened first, what happened next? What did the people involved say and do? How did the situation end? How long did the situation last? Write down important statements and other important actions and procedures as precisely as possible and in chronological order. Try to remember every detail.*

**How do you determine the discrimination/ (sexual) harassment/ mobbing? What feelings were triggered in you?**

Angelehnt an die Empfehlungen des Antidiskriminierungsverbandes Deutschland ([advd](#))

**Who else was involved and/or can testify to the incident and/or statements? Ask for contact details and ask them to write their own memory protocols.**

**Is there any evidence? (e.g. photos, text messages, letters, emails) Keep them if possible and bring them with you when you go to a counselling centre.**

**For witnesses: How did you witness the incident? To what extent did your presence influence the situation? Were or have you been (actively) involved?**

**An overview of information centres and contact persons\* at the TU Berlin and in the city can be found [here](#).**