

## Sample template for a memory protocol

After an experience of discrimination (of any kind), it is helpful to record the experience promptly in the form of a memory log so that essential information and details are not forgotten. In addition, writing down what you experienced can help you sort out your own thoughts after the incident and may be useful in initiating further steps and actions (e.g., complaint procedures, criminal charges).

To help you write it down, here is a sample template for a memory log. Using guiding questions, you can gather key information (when, where, who, what, how).

The preparation of the memory protocol is independent of a personal consultation and is not a prerequisite for an initial consultation. The sample template can be used by victims, witnesses or counselors.

### Memory protocol

Name(s): \_\_\_\_\_

Date: \_\_\_\_\_

Who fills in the protocol?

When did the incident happen?

*Record the date and, if possible, the exact time of the incident.*

Where did the incident happen?

*Describe the location or context as accurately as possible (e.g., class, face-to-face, on campus, phone call, email, social media, etc.).*

Who discriminated or what (e.g., procedures, regulations) had a discriminatory effect?

What did exactly happen?

*Record as much detail as possible in chronological order of the incident.*

Who else was involved? Who can testify to what happened?

*If necessary, also provide names and contact details.*

Have any steps/measures already been taken? If yes, which ones?

*(e.g. use of counseling services, medical examination in case of forms of bodily injury, filing of charges, legal counseling)*