Ground Rules for Discussion

There will be many opportunities for meeting participants to engage in discussion. Everyone is asked to adhere to a few basic ground rules to allow for a productive conversation.

CELL PHONE COURTESY
Most of you have demanding responsibilities outside of the meeting room. We ask that these responsibilities be left at the door. Your attention is needed for the full meeting. Please turn cell phones, or any other communication item with an on/off switch to “silent.”

BE COMFORTABLE
Please feel free to take personal breaks. If you have other needs please let the facilitators know.

HUMOR IS WELCOME
BUT humor should never be at someone else's expense.

USE COMMON CONVERSATIONAL COURTESY
Do not interrupt others. Treat each other respectfully. Use appropriate language. Avoid side-conversations at the table, etc.

ALL IDEAS HAVE VALUE
During this meeting you may hear something you do not agree with or you think is "silly" or "wrong." Please remember that the purpose of this meeting is to share ideas and increase awareness and mutual understanding. You do not have to agree, defend or advocate for any ideas, we will record all of them.

HONOR ALL PERSPECTIVES
People in the room have different personal, cultural, and occupational backgrounds, and bring different experiences and expertise to the table. Each person has a valid perspective; no single person has a monopoly on the truth.

AVOID EDITORIALS
It will be tempting to analyze the motives or intentions of others or to judge things. Please talk about YOUR ideas and suggestions.

HONOR TIME
We have many important topics to cover, and designed the agenda to focus on the most important activities. To achieve the meeting objectives it will therefore be important to follow the time guidelines given by the facilitators.

SPELLING DOESN’T COUNT
Research indicates that writing on a vertical surface (like flipcharts) increases the number of spelling errors.

OTHER?