

MEETING GUIDELINES

USE COMMON CONVERSATIONAL COURTESY

Don't interrupt; use appropriate language, no third party discussions, etc.

ALL IDEAS AND POINTS OF VIEW HAVE VALUE

You may hear something you do not agree with or you think is "not practical" or "wrong." Please remember that one of the purposes of the meeting is to share ideas. All ideas have value in this setting. The goal is to achieve understanding. Simply listen, you do not have to agree, defend or advocate.

BE HONEST, FAIR, AND AS CANDID AS POSSIBLE

Help others understand you and work to understand others.

HONOR TIME

We have an ambitious agenda. In order to meet our goals it will be important to follow the time guidelines given.

SHARE THE AIRTIME

*People's time is precious; treat it with respect. Allow space for **all** to be heard.*

INVITE HUMOR AND GOOD WILL

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

BE COMFORTABLE

Please feel free to help yourself to refreshments or take personal breaks. If you have other needs please let a facilitator know.

THINK INNOVATIVELY AND WELCOME NEW IDEAS:

Creative thinking and problem solving are essential to success. "Climb out of the box" and attempt to think about the situation in a new way.

CELL PHONE & COMPUTER COURTESY

Most of us 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 to "silent." We ask that you refrain from using your computer during the meeting as well.

AVOID EDITORIALS

*It will be tempting to analyze the motives of others or offer editorial comments. Please talk about **YOUR** ideas and thoughts.*
