

Institute Norms

- 1. Make sure everyone is included in the discussion.**
- 2. Make sure everyone has had a chance to participate in the activity.**
- 3. Self-monitor your participation:**
 - a. If you hear your own voice a lot, consider talking less and listening more.**
 - b. If you have not spoken, consider contributing an idea to the discussion.**
- 4. Discuss the ideas, not the person.**
- 5. Always assume good intent.**
- 6. No hit and run statements. If you make a statement, be ready to clarify and/or justify it.**
- 7. No side conversations. This is a consequence of being respectful.**
- 8. Give your attention quickly when a presenter asks for it.**
- 9. Share your ideas respectfully, even if you think they challenge the presenter's point of view. If your suggestion probably does not affect the whole group, consider making it privately.**
- 10. We all have the right to change our minds without consequences.**