Meeting Ground Rules

HONOR TIME- In order to achieve meeting objectives, it is important to follow the time guidelines provided.

ELECTRONIC COURTESY- Most participants have demanding responsibilities outside of this room. We ask for your full attention during the meeting. Please silence your communication devices, and feel free to leave the room at any time to take an important call.

ALL IDEAS HAVE VALUE- You may hear something you do not agree with. You do not have to defend or promote your perspective, but we ask that you share it. All ideas have value in this setting. If you feel another approach is better, offer it as a constructive alternative.

SHARE THE AIR- Limit the length of time you are speaking so everyone has a chance to join in the conversation.

AVOID EDITORIALS- Avoid ascribing motives to or judging the actions of others. Speak about your experiences, concerns, and suggestions.

HUMOR IS WELCOME- But should never be at some else's expense.

BE COMFORTABLE – Have a snack or take breaks whenever necessary. Let ELAP know if you have other needs.

SPELLING DOESN'T COUNT – Research indicates that writing on a vertical surface (like a whiteboard or flipchart) actually increases the number of spelling errors.