

# Guidelines for participation

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- **Be respectful of all participants;**
- **Be open to all ideas;**
- **Adhere to the established process and time frame;**
- **Change process during a session only by group decision, if necessary;**
- **Allow everyone the opportunity to speak;**
- **Allow people to speak without interruption;**
- **Try to include everyone; and**
- **Turn cell phones off/mute.**

