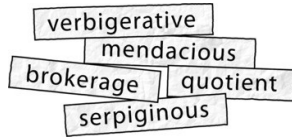


Ground Rules



Turn off your mobile phone



Don't use jargon



Everyone should have read the minutes before the meeting.



Guests should read the ground rules before the meeting.



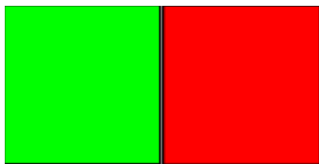
Listen carefully to people when they are speaking.



Don't bring up issues not on the agenda.



Arrive on time.



Use your green card if you want to speak.

Use your red card if people are using jargon or talking too fast.



Don't interrupt people when they are speaking.



Don't be rude, angry or offensive to people.



Respect diversity.