



ITAV Participation Guidelines

November 2019

We want to establish guidelines for participation to ensure an effective and safe space for productive discussions.

- Come to sessions prepared (review materials in advance)
- Be respectful of opinions - we want to facilitate collegial engagement
- Be prepared to resolve differences of opinions if others express strong preferences
- Avoid parallel conversations in the chat (use chat for specific questions)
- Use video when possible
- Raise hand to speak
- For some activities, we may:
 - institute time limit per person
 - do quick round robin for some consensus (yes/no/ambivalent)