

## 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.**