

Pennsylvania HIV Planning Group

GROUND RULES

HPG members and guests are asked to adhere to the following guidelines during meetings and discussions:

1. Show all participants common courtesy
2. Recognize and respect other's physical limitations and capacities
3. Be on time and start on time
4. Cell phones and pagers should be silenced
5. Cross talking or side-bar conversation is prohibited
6. One person speaks at a time, upon recognition by the Co-Chair or Facilitator of the discussion
7. Speak for yourself without claiming to speak for others
8. When commenting, respect the group's time and express opinions without repeating what has already been said
9. Respectful disagreement is acceptable; interruptions are not
10. The Co-Chairs may limit or defer discussions to a later time or meeting for time constraints or relevance