**Workshop Ground Rules**

**Resources:** Chart Paper

Marker

**Purpose:** For participants and trainer to have agreed upon rules to help stimulate conversation and create a respectful climate for the presentation.

**Time:** 3 minutes

**Instructions:**

1. Give a brief explanation of ground rules and why they are important.
2. Ask participants to brainstorm ground rules they would like to see. Provide examples, if needed.
   1. Examples:
      1. Start and end on time
      2. Put cell phone on silent or vibrate
      3. Side conversations are discouraged.
3. List the agreed-upon ground rules on the chart paper and refer to them during the presentation if needed.

**Modified Formats:**

1. At beginning of online presentation, the speaker should outline for participants how the presentation will be structured to allow for interaction, if all are self-muted or muted by the presenter, what features of the online format will be used, etc.
2. For phone workshops, organizers should know how to mute everyone, give directions regarding structure of presentation, etc.
3. Possible ground rules:
   1. Keep on topic in chat box conversations.
   2. Use the chat box to ask questions.
   3. Know your technology and how it functions before the presentation begins.