

If you are a member of the public information industry including media, social media, digital content communications or free-lance journalism please sign in to the media sign in sheet at the check in table.

Agenda

- I. Welcome & Introductions

- II. Presentation

- III. Questions & Answers

- IV. Adjourn

Meeting materials can be found at: beltline.org/engage-meetings

Please see the reverse side for Study Group Participation Guidelines



Study Group Participation Guidelines

- ✓ Everyone is responsible for the success of the meeting.
- ✓ Keep an open mind. Be open to new concepts and to concepts presented in new ways. Appreciate other points of view and respect differences.
- ✓ Everyone should participate and respect and support the right to be heard.
- ✓ We will give feedback directly and openly; it will be given in a timely fashion, and we will provide information that is specific and focuses on the topic and process and not on personalities or people.
- ✓ Speak one person at a time and listen when others are talking. Do not dominate the conversation, interrupt, or participate in side conversations or make unnecessary comments while others are speaking.
- ✓ Parties agree not to blame, attack, or engage in put-downs.
- ✓ Never interrupt anyone - even if you disagree strongly.
- ✓ Watch for "trigger words" -- language IS important.
- ✓ Be honest.

Notes
