**SBGT Conversation Ground rules**

Arrive on time, and make sure your equipment is working.

Everyone has something to share.

Everyone has something to receive.

Listen actively and attentively.

Ask for clarification if you are confused.

Do not interrupt one another.

Challenge one another but do so respectfully.

Critique, or discuss ideas, not people.

Everyone takes responsibility for the quality of the conversation.

Build on one another’s comments; work towards shared understanding and quality feedback.

Consider anything said in the conversation as confidential, do not share another’s story without their permission.

Trust the conversation host and make this as easy as possible for them.