

Ground Rules: Explained

Use the ground rules to keep discussions productive

We recommend reviewing the ground rules before each meeting or workshop. It can also be helpful to print and display them in the room.

THE GROUND RULES FOR WORKSHOPS

- **Vegas:** What happens in the workshop, stays in the workshop (i.e., stories that may be shared)
- **Out = In:** You will get out of the workshop, what you put into the workshop
- **Rule of 'X':** Team decides x , which is the number of other people who must speak before an individual should jump in again
- **Parking Lot:** "Park" an idea or topic that should be followed up for discussion later (it's helpful to use a sticky note to keep track of these)

THE GROUND RULES FOR MEETINGS

- **Windshield:** When looking through the "windshield," you focus on what's ahead rather than dwelling on what has passed
- **ELMO:** "Enough, Let's Move On" – anyone may say "Elmo" when a particular topic has been exhausted or conversation seems to be going in circles as a suggestion for the group to move on
- **Rule of 'X':** Team decides x , which is the number of other people who must speak before an individual should jump in again
- **Donut:** Focus on the donut, not the hole (i.e., don't get caught up in things you don't have or can't control)
- **Vegas:** What happens in the meeting, stays in the meeting (i.e., stories that may be shared)
- **Present:** Be "present" in the conversation; avoid side conversations or distracting technology
- **BYOR:** "Bring Your Own Rule" – a reminder to extend an invitation at the beginning of the meeting for anyone to suggest a rule to add