***Guidelines - participants:***

1. *I consider whether and why I should attend the meeting.*
2. *I reply to the meeting invitation.*
3. *I prepare for the meeting and arrive before or at the scheduled starting time.*
4. *I participate and stay focused during the meeting.*
5. *I respectfully challenge others when it is relevant.*
6. *I am open and curious about other people's perspectives.*
7. *I follow up my actions on time and without needing reminders.*
8. *I offer constructive feedback.*

***Guidelines - host:***

1. *I consider who should attend the meeting and I use the "required"/"optional" feature in the Outlook invitation.*
2. *I send out an agenda well in advance, I am clear on the purpose of the meeting and I consider the duration of the meeting.*
3. *I show up before the scheduled start so I can prepare A/V and other tools, and I start the meeting on time.*
4. *I control how time is spent and I make sure that we focus on the agenda.*
5. *I balance the discussion and treat everyone's input with respect.*
6. *I end the meeting – before or at the planned end time – with clear and time-bound action points.*
7. *I request constructive feedback.*
8. *I evaluate what went well in the meeting and what could have gone better.*