

## Guidelines for Discussion Groups

- **One speaker at a time.** Raise your hand to be recognized by the facilitator. If the point you wish to make **must immediately follow** a point made by the previous person, raise your hand closed so the facilitator can recognize that.
- Participants will be allowed to support points they wish to make with **one viewgraph** and are asked to provide the recorder with an **electronic copy** of that viewgraph and a one paragraph (electronic, less than half page) written description of their remarks. Participants in the discussion who wish to present a prepared viewgraph should make their intent known to the discussion facilitator at the beginning of the breakout session or in advance on sign-up sheets on the Energy Group poster board.
- **Listen.**
- Keep your comments **brief and focussed.**
- Be **candid** and **constructive.**
- **Focus** on the crucial issues.