



## Shared Participant Guidelines

1. **Be present. Listen respectfully and actively.** Don't interrupt, turn to technology, or engage in private conversations while others are speaking. Use attentive, courteous body language. Comments that you make—whether asking for clarification, sharing critiques, or expanding on a point—should reflect that you have paid attention to the previous speakers' comments.
2. **Make an effort to get to know other participants.** Introduce yourself to others. Refer to participants by name when referencing their ideas or speaking to them.
3. **Share responsibility for including all voices in the conversation.** If you tend to have a lot to say, make sure you leave sufficient space to hear from others. If you tend to stay quiet in group discussions, challenge yourself to contribute so others can learn from you.
4. **Be open to changing your perspectives based on what you learn from others.** Seek out creative connections. Explore new ideas and possibilities. Think critically about the factors that have shaped your perspectives. Seriously consider points-of-view that differ from your current thinking.
5. **Understand that others will come to these discussions with different experiences from yours.** Be careful about assumptions and generalizations you make based only on your own experience. Remain open to other perspectives. Try to avoid talking about what “people do” or “people believe” without consideration for diverse experiences, perspectives, and behaviors.
6. **Understand that your words have effects on others.** Speak with care. If you learn that something you've said was experienced as disrespectful or marginalizing, listen carefully and try to understand that perspective. Learn how you can do better in the future.
7. **Take pair work or breakout groups seriously.** Never forget that others' learning is partly dependent upon your engagement.
8. **Remember that there are different approaches to solving problems.** If you are uncertain about someone else's approach, ask a question to explore areas of uncertainty. Listen respectfully to how and why the approach could work.
9. **Be conscious of using “people first” language when referring to others.** For example, instead of saying ‘disabled people,’ say ‘people with disabilities.’ For more information see these usage guidelines: <https://odr.dc.gov/page/people-first-language>. Because people may have different preferences, asking people what they prefer is also encouraged.
10. **Avoid using acronyms.** Acronyms are not understood by everyone. Let's collectively work to avoid using acronyms as much as possible. It may take a few extra seconds to spell them out, but being explicit will ensure everyone can understand the important information you are sharing.
11. **Be patient with technological issues.** In hybrid and virtual environments, issues often emerge. Let's agree to be patient and helpful as challenges arise.
12. **Understand that we are bound to make mistakes in this space,** as anyone does when approaching new ideas and concepts. Strive to see your mistakes and others' as valuable elements of the learning process. Forgive each other.
13. **Other considerations?**

*These guidelines were developed during a training activity between the Natural Hazards Center and the U.S. Army Corps of Engineers. We hope they will be continually shared, updated, and used when useful.*