

## EXHIBIT B

# GUIDELINES FOR DISCUSSION

- 1. Only those at the tables are participants. Input from observers will be solicited in a variety of ways.**
- 2. Be concise, need to assure balance of participation.**
- 3. Turn off all beepers/cell phones-make/take all calls out of the room.**
- 4. State problem/no “personalizing”.**
- 5. Don’t repeat what has been said.**
- 6. Listen with an open mind**
- 7. If you state a problem/give a potential solution.**
- 8. Agree on meaning of important words.**
- 9. Disagree respectfully but openly, not in private.**
- 10. No side conversations, they are distracting to others and disrespectful to speaker.**
- 11. Keep tone positive.**
- 12. HAVE FUN!!!**