

## **GUIDELINES FOR SMALL GROUP BREAKOUTS**

**Once in your groups do the following:**

- 1. Pick a Reporter who will summarize your work during Small Group Reports.**
- 2. Pick a Recorder to write down your answers to the questions posed (please choose someone who can write legibly!)**
- 3. Follow the questions in the sequence asked.**
- 4. Keep close track of your time. There are six questions and approximately 2 hours (120 minutes) spend no more than 20 minutes per question (unless you take time for lunch, then less time per question!)**
- 5. Keep discussion focused; help each other to keep the discussion balanced; don't let any one person dominate.**
- 6. Be prepared to give a 5 minute overview of your results.**