

**Health Information Technology and Health Information Exchange
Topical Area Meetings**

Group Facilitation Ground Rules

1. Please speak clearly and loudly enough to be heard throughout the room.
2. Please refrain from interruption or talking over others.
3. Please refrain from caucusing or side-bar conversations.
4. Everyone's input is important and valuable so we will encourage everyone to participate and discourage people from dominating the conversation.
5. Please refrain from criticism of specific ideas, and engage in a respectful collegial interaction.
6. All information gathered through this conversation will be maintained and reported in the aggregate without identifying information.