**PLC Etiquette**

This document was created to remind participants of basic principles of etiquette for the PLC sessions. As a background, these sessions are intended to bring members closer together and to provide alternative ways for members to interact with one another. The themes and topics are varied based on interest from the group.

Participants are reminded that for certain “presentation” portions of the PLC to please listen to the presenter. For questions, the “chat” function of the video service allows for opportunity for questions. Regardless, one major goal of these sessions is to enhance communication among members, but we do ask for quiet during any presentation portion of the session, out of respect for the presenter.

If a participant must attend to other tasks during the PLC (conversations, phone calls, emails), we respectfully ask for the participant to simply hang up from the session, so as not to interrupt other participants. Placing one’s phone on mute will, in many instances, automatically revert to “elevator music”, which is very distracting to the other members.

There will be ample opportunity for meaningful conversations during the majority of these sessions, and we encourage a healthy, vibrant discussion on the theme or topic based on questions the facilitator may ask.

Certain sessions may have smaller numbers of participants in order to optimize opportunity for discussion on the particular topic.

Again, we thank you for your participation in the PLCs.