

IRD MEETING RULES & GUIDELINES
REFUSAL TO FOLLOW WILL BEGIN IMMEDIATE
SUSPENSION

1. Show up on time and come prepared

- Be prompt in arriving to the meeting and in returning from breaks.
- Be prepared to contribute to achieving the meeting goals.
- Come to the meeting with a positive attitude.

2. Stay mentally and physically present

- Be present, and don't attend to non-meeting business.
- Listen attentively to others and don't interrupt or have side conversations.
- Treat all meeting participants with the same respect you would want from them.

3. Contribute to meeting goals

- Participate 100% by sharing ideas, asking questions, and contributing to discussions.
- Share your unique perspectives and experience, and speak honestly.
- If you state a problem or disagree with a proposal, try to offer a solution.

4. Let everyone participate

- Share time so that all can participate.
- Be patient when listening to others speak and do not interrupt them.
- Respect each other's' thinking and value everyone's contributions.

5. Listen with an open mind

- Value the learning from different inputs, and listen to get smarter.
- Stay open to new ways of doing things, and listen for the future to emerge.
- You can respect another person's point of view without agreeing with them.

6. Think before speaking

- Seek first to understand, then to be understood.
- Avoid using idioms, three letter acronyms, and phrases that can be misunderstood.
- It's OK to disagree, respectfully and openly, and without being disagreeable.

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IRD is not liable for any injuries, broken equipment, or materials and services purchased and/or used by the participants during meeting. Participant assumes all responsibility for damages, injuries and cost. IRD reserves the right to broadcast all event details once submitted. Forms of broadcast include, but are not limited to, streaming on the IRD websites, YouTube or similar sites. By registration for event, the participants grant all rights, title and interest to IRD in broadcasting, but each still maintain ownership of the video concept. IRD is not responsible for copyright errors made in any type of presentations

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7. Stay on point and on time

- Respect the groups' time and keep comments brief and to the point.
- When a topic has been discussed fully, do not bring it back up.
- Do not waste everyone's time by repeating what others have said.

8. Attack the problem, not the person

- Respectfully challenge the idea, not the person.
- Blame or judgment will get you further from a solution, not closer.
- Honest and constructive discussions are necessary to get the best results.

9. Close decisions and follow up

- Make sure decisions are supported by the group, otherwise they won't be acted on.
- Note pending issues and schedule follow up meetings as needed.
- Identify actions based on decisions made, and follow up actions assigned to you.

10. Bullying

- Bullying will not be tolerated at any IRD Association Inc Event

11. Incident Reporting

- Make sure to report any incident to any EXECUTIVE MEMBER.
- Be sure to complete an IRD INCIDENT REPORT

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Effective 2022

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12. Disorderly Conduct

- Any Member or Guest actively participating in the IRD event;
- Threatening harm to another person or property, fighting, or engaging in turbulent behavior;
- Being unreasonably noisy, uttering an offensive or coarse gesture, or communicating grossly abusive language;
- Provoking a violent response by insulting, challenging, or taunting another;
- Blocking access to property; or
- Creating a situation that could physically harm another person by acting without a lawful or reasonable purpose.
- The person is in a public place or with two or more people engaging in conduct that is inconvenient, alarming, or annoying; while using alcoholic beverages during the event
- The person created a condition that risks physical harm to others or to property while under any type of illegal influences of chemicals and/or liquid substances

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Guidelines for Chairperson

The chair can be critical to the success of a session. The principal challenge for a chair is to enforce time allotments. A presenter that runs over his or her allotted time is using time that belongs to another presenter or to the audience. IRD asks chairs to do the following:

1. Monitor paper progress before the meetings and encourage timely distribution of session papers to all discussant(s).
2. Ensure that presenters upload papers to IRD for discussants to read in advance of the conference. If they have not, please bring this to the attention of the IRD office.
3. Convene the panel, either by email or conference call, in advance to make introductions and develop some rapport.
4. You are encouraged to consider an alternative format if the panelists agree; for example, having a discussant summarize all the papers at the beginning of the session. These alternative formats can help facilitate audience participation and discussion.
5. Start the session on time and state the ground rules at the beginning of the discussion, including timing and commitment to discussion. Note that observing stated time limits shows respect for other presenters and for the audience.
6. Introduce all participants at the beginning of the session.
7. Monitor the clock. Presenters who appear to be off-track for completion on time should be cautioned mid-presentation. IRD will supply chairs with four signs that read, "5 minutes" "2 minutes", "1 minute", and "Stop" to help alert presenters to their timing.
8. Chairs should sit in the front row of the audience, facing the presenters, rather than at the head table, while the presentations are in progress.
9. Do not ask the panelists to respond to the discussant(s) comments. Instead, move quickly to an open discussion that involves the audience.
10. Be prepared to initiate the question period if the audience is not engaged and ensure that questions and statements from the audience are short and to the point.

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IRD ANTITRUST

The Antitrust laws prohibit agreements or understandings between two or more individuals or businesses to regulate prices or quantities of goods and services, to allocate customers or territories, to hinder or limit a competitor or potential competitor's operations, or otherwise unreasonably to restrain business activity. Discriminatory pricing or servicing is also prohibited.

Every individual who participates in IRD meetings and activities should follow these guidelines:

- DON'T discuss with other members your own or competitors' prices, pricing procedures, or anything that might affect prices such as costs, discounts, terms of sale, or profit margins, or anticipated wage rates.
- DON'T stay at a meeting where any such price talk occurs.
- DON'T make public announcements or statements about your own prices or those of competitors at any IRD function.
- DON'T talk about what individual companies plan to do in particular geographic or product markets or with particular customers.
- DON'T disclose to others at meetings or otherwise any competitively sensitive information.
- DON'T propose or agree to any action intended to disadvantage or injure another company.
- DO have an IRD staff person present at any meetings you conduct and insist on the agenda being followed and minutes kept.
- DO confer with legal counsel or IRD staff before bringing up any topic or making any statement with competitive ramifications.
- DO send copies of all association-related correspondence to the IRD office.
- DO alert the IRD staff to any inaccuracies in proposed statements to be made by IRD, particularly in statements to government officials.

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