

Don Truhlar's rules of etiquette and professional conduct for group meetings

1. Arrive on time. If you are late, apologize.
2. If you are supposed to present your work, come well prepared, including material you need to answer questions.
3. Pay attention to what others are saying. Seek to understand.
4. Do not engage in side conversations.
5. In discussing the work of others, be supportive, ask questions for clarification, and offer constructive suggestions and/or constructive criticism.
6. Stay on point; stay focused.
7. If you have to leave early, let the group know up front.