## Handout: SIT

Set expectations

* Tell your participants at the beginning of the meeting what you expect of them when it comes to staying in the meeting room.
* Tell them the affects of constantly running in and out of the meeting on the presenter and other participants.
* Let all the participants know that if they need to leave the room to do so only if it is an emergency and if it is a severe problem, that they should leave the meeting. They will be more of a distraction if they stay.

Incorporate frequent breaks

* At the beginning of your meeting, tell the participants they will get a five-minute break every hour the meeting lasts.
* Establishing this up front let the participants know when to expect a break and wait until then to call people back, etc.

Timely feedback given to those who break the rules

* At break, quietly leave the room and wait for them outside.
* Speak with the participant in a respectful manner and tell them that their behavior is disrupting the meeting.
* Ask if they are experiencing an emergency and if they need to leave.
* If they are not in an emergency, tell the participant if they could wait until the scheduled breaks to do what they have to do.

Notes: