

Note Well Reminders

DO	DON'T
Do make sure people have enough time to read through the slide before you move on	Don't dismiss the importance or relevance of any of the information on the Note Well.
Do give a high-level summary of what's covered in the Note Well: "IETF policies on conduct, privacy and IPR."	Don't interpret the meaning or get into the substance of any of the topics or content of the policies
Do encourage people to read through all the linked policies & documents in detail before participating or contributing	Don't communicate that the Note Well conveys all the information participants need to know
Do explain where people can direct questions or concerns (IETF Executive Director or Ombudsteam).	Don't address questions or concerns in the meeting itself.