

# Participation and Respect Guidelines

Date: [Insert Date]

To: [Participant's Name]

From: [Your Name/Organization]

Dear [Participant's Name],

We are excited to have you participate in [Event/Program Name] scheduled for [Date/Time]. To ensure a positive experience for all attendees, we ask that you adhere to the following participation and respect guidelines:

- Engage constructively: Please share your thoughts openly while respecting differing opinions.
- Listen actively: Give your full attention to the speakers and other participants.
- Be punctual: Arrive on time to respect the schedule and fellow participants.
- Stay on topic: Help maintain focus by discussing relevant subjects.
- Maintain confidentiality: Respect the privacy of all participants.

Thank you for your commitment to a respectful and engaging environment. We look forward to your valuable contributions.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]