



**Open Microphone/Q&A**

Available to all CIC participants. Open Microphone is intended to provide the opportunity to bring awareness of industry issues, presented in a manner that has value to all industry stakeholders. Specific guidelines have been developed to maintain a consistent approach to the time allowed for Open Microphone and the manner in which it should be used. **The same guidelines apply to all Questions and Answers during CIC Committee Reports and Presentations (Q&A).**

Guidelines

- Introduction (name & company)
- All comments shall be courteous and professional in nature; no verbal harassment
- Follow Anti-Trust Guidelines
- Limit comments to two minutes / one session at the microphone
- No advertising or solicitation
- Exceptions must be approved by the CIC Chairman in advance

<b>Open Microphone/Q&amp;A</b>	Chair (or designee) announces Open Microphone/Q&A
<b>Introduction</b>	Presenter states name and company
<b>If the speaker does not introduce themselves</b>	CIC Chair will provide a polite reminder
<b>Topic /Anti-Trust</b>	Presenter provides information
<b>If the topic is a not appropriate and/or appears to violate anti-trust guidelines, or is unprofessional, rude or discourteous in nature</b>	CIC Chair will ask the presenter to make adjustments or discontinue their comments
<b>If the presenter does not follow the Chair's request to make adjustments or discontinue their comments</b>	CIC Chair will: <ol style="list-style-type: none"> <li>1. Ask the presentation be concluded</li> <li>2. Offer an opportunity to discuss the topic with the presenter after the meeting.</li> <li>3. Ask for assistance from the Past CIC Chairs to excuse the presenter.</li> </ol>
<b>Two minute time limit</b>	Presenter provides information and limits comments to two minutes
<b>If the presenter exceeds the two minute limit</b>	CIC Chair will ask the presenter to conclude their comments and allow the presenter an additional 30 seconds.
<b>If the presenter does not follow the Chair's request to conclude after 30 seconds</b>	CIC Chair will: <ol style="list-style-type: none"> <li>1. Ask the presentation be concluded</li> <li>2. Offer an opportunity for "offline" discussion</li> <li>3. Ask for assistance from the Past CIC Chairs to excuse the presenter.</li> </ol>