



# HOW TO PREPARE FOR IP WEEK



January 10-12, 2023



**1 TAKE NOTES**  
Grab pen and paper



**2 STAY PRESENT**  
Focus on the speaker, not on multitasking



**3 PARTICIPATE**  
Engage in polls and chats



**4 RESPECT OTHERS**  
Mute yourself when not speaking



**5 TAKE TURNS**  
Click the “raise hand” button to speak



**6 BE OPEN**  
Rule it in before you rule it out!

**For more information, contact the ISPG PMO by email at ISPG\_PMO or on Slack at ISPG-Agile-PMO.**