



FOOD IS MEDICINE™
— COALITION —

Our Commitments and Expectations Regarding Monthly Webinars, Office Hours, Virtual and In-Person Meetings

Given that the webinars, office hours, and virtual and in-person meetings are central to the FIMC Accelerator, we are sharing the following guidelines to ensure that we are making the most of our time together.

The Leadership Team makes the following commitments to you:

- We will use accessible and clear language in how we communicate.
- We will respond to all inquiries within one business day.
- We will share an annual curriculum of the full program by September 7. The schedule is subject to change pending new guidelines from the CDC about travel and in person meetings.
- We will send agendas at least 3 business days before each meeting.
- All meetings will be recorded, and there will be an ongoing online library of resources throughout the program and beyond.

We expect the following of you:

- Be prepared and come ready to engage, participate and contribute. Read the agenda and do any pre-work or assignments ahead of time.
- Review agenda topics and make sure the right individuals from your organization will be in attendance.
- Be proactive in reaching out to us with any questions about the information or materials you might have.

For virtual meetings and webinars, we expect the following of each other:

- Video cameras will be turned on whenever possible throughout the entire meeting.
- Use of first & last name as well as organization on zoom display
- Use the mute button to eliminate background noise when necessary.
- Do not multi-task.
- Take brief breaks when needed.

Discussion norms:

- Use the hand-raising feature to let us know if you have something to say.
- Our discussion stays in the room unless we agree that something should be shared externally. Respect confidentiality. (All discussions, and materials marked “confidential” are confidential).
- Share challenges and successes together!