1. Aim to **sit in a circle**: Arrange seating that is as circular as possible. If it is not possible to rearrange seating, use the symbol of the circle to demonstrate equality of all present.
2. Find out the four cardinal directions: north, south, east and west, so that there is a sense of balance, inner and outer orientation and alignment. Take time to **centre**:
3. Take a few minutes to turn everyone’s thoughts to the centre of the Earth, taking a few breaths together so that the focus is common to all participants.
4. Passing a “Talking Stick” is one method for letting each person speak in turn. If the group is very large, allocate a speaker for smaller groups.
5. Include these Seven Principles:

* Truth Seek the truth in all situations
* Honesty Be true to yourself and others
* Love Love is the principle which holds all things
* Humility We can all learn from each other
* Wisdom Each person can bring something new - honour the elders
* Respect The foundation of any proceedings, respect each other
* Courage Have the strength to stand up for the truth and all goodness

**Maximise potential outcomes and increase mutual beneficial results for all participants using these fundamental principles**

**Five-Step Plan for Meetings**