**SATNETAsia Discussion Forum**

**Guidelines**

* **Join the SATNETAsia group on** [**Linked In**](http://www.linkedin.com/groups?gid=4436158&trk=hb_side_g)
* **Try to keep your messages reasonably short and focused** – it can help other participants better follow your thoughts and tie them back to the discussion.
* **Avoid copying and pasting whole articles and essays into a discussion** – to see a long text can be irritating and discouraging for other participants. You might want to make a short summary and/or include a link.
* **Only reply if you have something new to add** - don't send messages just saying "I agree with Kathrin" or similar. Silence is generally taken to imply agreement!
* **Reply to the group *not* to the sender of the message** - messages to a discussion forum are intended for public discussion, unless you have something personal and private to say to the sender.
* **Keep your messages within the general topic area of the discussion** - priority food/agro-products or crops for trade facilitation, criteria for priority technologies, etc. There will be general discussion and announcement places available to the group as well.
* **When replying to a message please use the same "subject" line** so that people will find it easy to follow the "thread" of a topic. For a new topic, a new subject line will be chosen.
* **Use plain language (get your message across clearly and concisely to your intended audience)** - remember that people from different cultures may be trying to make sense of your message. Help them by writing as clearly as possible.
* **Be thoughtful and generous** in your response to other people's messages - try to consider what might be useful in what they are trying to say even if you disagree with it.
* **Never be rude or dismissive** about someone's messages - if you have any complaints about other people's behaviour take it up with the [moderator](mailto:m.spisiakova@uncapsa.org) rather than trying to deal with it yourself. Being rude or dismissive can make discussion participants uncomfortable.
* Always **sign your messages** - please add your name at the end of your message. This helps to make the discussion friendly, since people can then say "I agree with Kathrin that . . . , however, ….. “ or “My own view is that . . . " This is particularly important if your name on Linked In is too long or unclear.
* **Only quote when necessary** - often the meaning and context of your message are clear without any quotes. If you quote, make sure it is not the whole message but an extraction to which you want to refer. In terms of quoting from external sources, be selective and/or tell the forum where to find the original text.

*Source: Good practice Guidelines for Online Discussion* [*http://www.eto.org.uk/discuss/rules.htm*](http://www.eto.org.uk/discuss/rules.htm)