

Meeting Guidelines

Welcome. Thank you for your interest in NIPSCO's Integrated Resource Plan ("IRP") Public Advisory Process. This process is important in developing the NIPSCO 2014 IRP, and productive meetings are a part of the process.

We value your time, and will manage the process efficiently. This efficiency will require that participants be prepared for each meeting. To help promote effective and productive meetings, NIPSCO has put together meeting guidelines (see below). NIPSCO, from time to time, may modify or edit these meeting guidelines at NIPSCO's discretion to further these objectives.

Please note that relevant input must be received before June 1, 2014, to allow NIPSCO adequate time to document, review and respond. NIPSCO is solely responsible for the contents of its IRP.

Facilitator's Role

- Facilitate discussions
- Allow time to discuss issues and follow up
- Run meetings that are as inclusive as reasonably possible to everyone
- Ensure meetings run smoothly and timely
- Reassess or even stop the meeting if being dominated by an individual or group
- Prior to the end of the meeting, a brief summary will be read including any follow-up action items

Participants' Role

- Register at least 72 hours prior to the meeting by using the NIPSCO website
- Participants should contact NIPSCO using NIPSCO_2014_IRP@nisource.com to express concerns about the agenda at least one week prior to the meeting. NIPSCO and concerned participant will then have time to determine if any changes need to be made.
- Dress in business casual attire
- Arrive at least 15 minutes early to allow the meeting to begin on time
- Turn off or silence cell phones prior to the start of meeting. If expecting an urgent call, excuse yourself from the meeting when the call comes in.
- Raise your hand to be recognized by the facilitator as having the floor
- Give your name prior to speaking
- Do not interrupt another participant while they are speaking or asking a question
- Adhere to the terms and restrictions of the non-disclosure agreement

NIPSCO's Role

- Post meeting agendas on NIPSCO website at least two weeks in advance
- Revise meeting agenda to reflect timely, appropriate and relevant requests from registered participants
- Post meeting notes on NIPSCO website within seven working days of the meeting
- Post meeting start and end times in the agenda and on NIPSCO website
- Consider and respond to relevant input provided by participants. Response will be within 2 weeks unless otherwise noted.