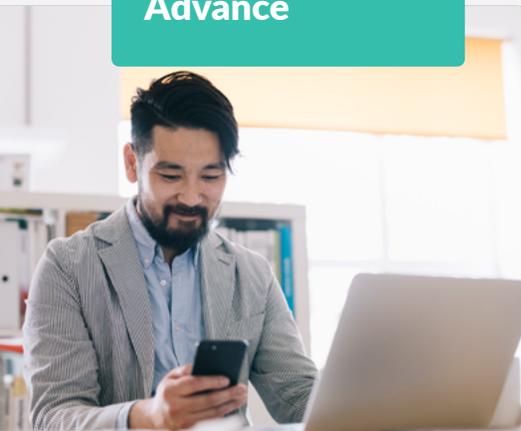


Inclusive Meetings Checklist

4 Ways to Drive a Culture of Inclusion through Meeting Management

1

Share Meeting Agendas in Advance



Well-constructed agendas that are circulated in advance ensure you have all of the needed perspectives represented and gives employees—particularly those who benefit from extra time to process information or have accessibility needs—the ability to come prepared to fully contribute their ideas and perspectives.

- Develop meeting objectives and roles in decision making so participants have clarity on what should be accomplished.
- Create a dedicated agenda item for introductions and “catching up” to limit side conversations that can distract or exclude virtual attendees.
- Ask yourself “whose perspective isn’t represented here?” When creating the attendee list for a meeting.
- Note whether the meeting will be recorded and expectations (or not) about video.

2

Support Hybrid Attendees

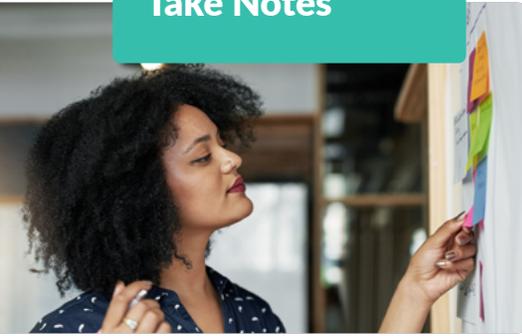


Being intentional about the meeting experience for both participants attending virtually and those physically in a room mitigates distance bias and removes barriers to full participation.

- Have in-person participants log in to the meeting platform on time, and use a single, reliable audio source.
- Assign and rotate the responsibility of monitoring the chat function to ensure written contributions and questions are recognized.
- Ask individuals to mute their audio when they are not speaking.
- Allow remote participants to turn their video cameras off.
- Be considerate of time zones, avoiding late nights, early mornings, or mealtimes of participants if possible.
- If you do have to have meetings outside of working hours, rotate meeting times.*

3

Take Notes



Circulating notes with key takeaways and action items keeps everyone informed, including employees who could not attend, had technology issues, or needed to step away for caregiver duties.

- Assign a note-taker during meetings.
- Send a meeting recap to outline expectations of next steps.

 *Rotate note-taking responsibilities to mitigate possible bias of placing “professional housework” on those with less seniority, women, quieter employees, and underrepresented employees.*

4

Adopt Inclusive Meeting Ground Rules



Share “ground rules” before meetings. By doing so, everyone will understand the role they play in ensuring everyone can participate fully and have their voice heard.

- Everyone attending the meeting in person should have a seat.
- Ask for differing perspectives. Or, include a round-robin for discussion items.

- Act as an ally when someone is interrupted.
- Speak up or echo a person’s voice or ideas if they aren’t being heard or being given proper credit.

 *For example, say “I don’t think they finished their thought. Can you say more about that?”*

- Ensure that “introverted thinkers” or others who need time to process information before speaking up have the opportunity to do so.
- Avoid assumptions about a person’s intent. Check for understanding by repeating the information you received and asking if you interpreted it correctly.

 *Consider providing time for everyone to jot their thoughts down before discussing.*

- Address disrespectful behavior, in the moment.
- If you are in a position of authority, invite others to share their perspectives before sharing your own. This will ensure that your influence as a leader will not bias or quiet the discussion.