Inclusive meetings help to reduce barriers so that everyone can meaningfully engage. This helps to create a more collaborative work environment, one that promotes better innovation and a greater sense of belonging, which promotes wellbeing and retention.

Equitable Access
- Provide opportunities for those who cannot attend to have their voices heard and concerns recognized.
  - For example, invite people to participate via online message board, email, or videoconference
- Solicit input on accessibility and support needs - food allergies, sign language interpreter, etc.
- Create a way for attendees to make anonymous accessibility support suggestions privately
  - The UBC Centre for Workplace Accessibility offers many resources to help with this.
- Communicate about the locations of gender neutral bathrooms, whether food is being provided, where the meeting is taking place, and directions for how to get there
- Provide wayfinding information for attendees who are in wheelchairs or who have other disabilities related to mobility and/or vision
- If applicable, communicate whether voting will take place and how to submit an absentee vote

Pacing & Flow
- Respect the time estimates in the agenda, especially meeting start and end times.
- If there is a heated conversation...
  - If possible, do not rush decision-making or voting.
  - Respect any individuals who are in wheelchairs or who have other disabilities related to mobility and/or vision
- If there is repeated silence, pause to allow the conversation to happen in pairs or smaller groups.

Materials
- Provide an agenda that includes the following:
  - Items to be discussed and (where applicable) items that are either out of scope for the meeting.
  - If applicable, names and roles, pronouns, and pronunciation of participants
  - A basic timeline for the meeting, including time estimates per item
- Access to relevant visuals and documents
- Links to artifacts from prior meetings
- Use font sizes and colours that have high contrasts

Newcomers & Visitors
- Provide the names, pronunciation, and pronouns if possible to new meeting participants.
- Give new participants sufficient information about the goals, format, and context of the meeting
- Inform visitors about the group’s accessibility and inclusion practices

Decision-Making
- If there are major decisions that need to be made, if possible, do not rush decision-making or voting.
- Whenever possible, make decisions with consensus rather than voting. Voting can (by definition) go against creating decisions that benefit marginalized groups.

Follow-Up
- Share all resources and additional documents that were discussed at the meeting with all participants, including those who were not able to attend
- Remind participants of any actions that need to be completed prior to the next meeting
- Invite participants to provide further comments or feedback
- Some people need more time to think, and prompting them will signal their input is welcome

Videoconferences
- For larger group meetings, use audience polling tools (Menti, Slido, etc.), the annotation tool, and chat to collect responses
- Use videoconference tools to support diverse ways people process information:
  - Turn on the captioning feature
  - Have participants introduce themselves before they speak
  - Type the question into the chat interface as they are asked
  - This provides both verbal and visual ways of presenting information, making it easier to process
- Use breakout rooms to allow small groups to discuss ideas, then have them share with the larger group
- Designate someone to monitor the chat feed, so that important questions or comments are not missed

Opening
- Review the group’s norms and inclusive practices
- Consider doing a land acknowledgement or respect for the responsibility.
- Engage in a non-business “ice breaker” activity to allow participants to socially connect with each other.
- Examples of ice breaker activities

Why is this important?
- It offers many resources to help with this.
- Newcomers & Visitors
- Communication about the locations of gender neutral bathrooms, whether food is being provided, where the meeting is taking place, and directions for how to get there

Equitable Access
- Engage in a non-business “ice breaker” activity to allow participants to socially connect with each other.
- If applicable, consider giving more time to think about it and revisit the topic at a later date.
- Say, “It seems like this is a topic that warrants more conversation, I will send out the relevant documents again and we will meet to discuss this topic again at the next meeting.”
- Silence can mean many things and may not be a sign of consensus.
- If there is repeated silence, pause to allow the conversation to happen in pairs or smaller groups.
- Pause effectively:
  - After asking a question (to allow time for thinking/processing)
  - After reading aloud slide headings
  - To cue new visuals
  - Allow more time for people who are neurodivergent, multi-lingual language learners, and introverted people to gather their thoughts.

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  - Use font sizes and colours that have high contrasts and are easy to see.
- More information about creating accessible content (link)
  - Dyslexia-friendly style guide (link)