



Conscientious and thoughtful planning and follow through can result in the design of an inclusive meeting framework where all team members have the equal opportunity to participate and contribute. These protocols should inform your inclusive meeting framework, which will also be influenced by other factors including the number of participants, the structure of the discussion, the nature of your business, and the general office culture.

**One Mic.** Let one person speak at a time and let them complete their full thought before responding. Don't interrupt.

**Speak as I.** Try to speak from the I perspective. Don't speak for others.

**Clarify what you hear.** Use phrases like "What I heard you say was..." or "My feedback for that is..."

**Disagree.** You don't have to agree with everybody but be aware of how you frame your feedback. Give constructive feedback on the idea not the person.

**Everyone can participate.** Assuming someone doesn't want to participate can be exclusionary. Give people the opportunity to decline an invitation.

**Why am I talking?** – Make sure that the thing you're about to say has not already been said. If it has and has been ignored, clarify that you are **amplifying** an unrecognized idea.

**Speak up!** Follow up if team members treat others disrespectfully. If you don't feel comfortable addressing someone directly, speak with your manager or HR leader.

# TOP 10 TIPS FOR INCLUSIVE MEETINGS

1. **Have two chairpersons-** content leader and a social leader who's responsible for ensuring everyone is included.
2. **Think about the pre-meeting ask-** information sharing before a meeting helps both slow and fast thinkers.
3. **Consider those in a weaker position:**
  - Ask more junior people or those dialing-in to give their views first.
  - Use voting tools.
  - Intervene when someone monopolizes the conversation.
4. **People who are thoughtful are not always assertive-** give everyone an equal opportunity to speak.
5. **Consider 1-2-1 conversations before a big meeting** to give everyone a chance to air their views.
6. **Create psychological safe zones-** play devil's advocate or use red and blue teams.
7. **Body language aids understanding-** use video conferencing rather than just audio.
8. **Protect good but less-polished ideas-** ask critics for an alternative suggestion
9. **Consider the level of conviction of the group when a decision is made-** vote if 'agree', 'can live without', or 'disagree'.
10. **Collect feedback** on the effectiveness/inclusiveness of the meeting.

## RESOURCES

[Running more inclusive meetings](#)

[5 Ways to Run More Inclusive Meetings](#)

[5 ways to make your meetings more inclusive](#)

[Inclusive Working Principles](#)

[5 Tips for Making Meetings More Inclusive](#)

[A Guide to Hosting Inclusive Meetings](#)

[Run Meetings That Are Fair to Introverts, Women, and Remote Workers](#)

[How to Host More Inclusive Meetings: 15 Essential Tactics](#)

[How to Lead Inclusive Meetings](#)