Tips for Facilitating Inclusive Meetings

BEFORE YOUR MEETING

- **Participants**: Invite only people who really need to be there; keep it to 8 or fewer if the goal is to make a decision or solve a problem, or up to 18 if your goal is to brainstorm. Ensure diversity.
- **Agenda**: Seek input for the agenda from participants and share it before the meeting. Plan the meeting to include as many voices as possible.
- **Accessibility:** Ask people if they have any accessibility needs, provide a private channel for them to express them, and address those needs.
- **Roles:** Assign key roles as needed and rotate them for different meetings: facilitator, note taker, time keeper, technology manager, accessibility manager, and support person.

DURING YOUR MEETING

- **Rules of Engagement:** Ask participants what they need to feel safe and fully contribute to the meeting; establish rules and means to hold everyone accountable to them.
- **Introductions:** Ask everyone to introduce themselves, giving people the option to state their gender pronouns if they are comfortable with it.
- **Check-In:** Consider beginning the meeting with a check-in for participants to briefly convey how they are feeling and why they are here (can be combined with introductions).
- **Set Expectations:** Review meeting goals and agenda and ask if adjustments are needed.
- **Equal Participation:** Include participant-generated content and have people bounce to each other rather than ping-pong to the facilitator and back – or have someone "take stack."
- **Be Curious:** Ask questions, demonstrate active listening, allow participants to guide to the flow of conversation where possible.
- **Respect Differences:** Be open to a range of perspectives; establish multiple methods for people to contribute (written, spoken, individual conversations, etc.).
- **Take a Pause:** Take a moment to pause for reflection – silent thought, individual writing, or commenting on a shared document – and to give space for quieter voices to speak up.
- **Language:** Create a culture of appreciation with words like "acknowledge," "thanks," etc.
- **Small Groups:** Consider breaking into small groups to discuss and then report back.
- **Evaluation:** Use exit notes or other feedback mechanisms to continue to gain insight from participants about how you're doing.

AFTER YOUR MEETING

- **Notes:** Follow up with notes for attendees and those who couldn't make it, including agreements that were reached and any action items.

RESOURCES

- *Business World Model:* [Neural Shifts: How to Run Inclusive Meetings?](#) | [Franklin Hu: How to Run Inclusive Meetings](#) | [Meeteor.com: 10 Facilitation Techniques That Will Make Your Meetings Sing](#)
- *Restorative/Transformative Justice Model:* [The Little Book of Circle Processes](#) | [Transformative Justice: A Brief Description](#) | [Restorative Justice in Communities](#)
- *Discourse/Media:* [Sara Ahmed, *On Being Included*, Chap 5](#) | [Caroline Taiwo, *White Supremacy in the Workplace*](#)