

10 TIPS for Inclusive Meetings at Work

What is an inclusive meeting?

A meeting is inclusive when a diversity of participants (e.g. genders, races/ethnicities, sexual orientations):



can access the meeting



are respected and connected during the meeting



can contribute their perspectives

Why are inclusive meetings important?

Making your meetings inclusive ensures everyone can participate on an equal basis. When meetings are not inclusive, they lock out the contributions and perspectives of a diversity of people.

10 tips for inclusive meetings:

01

Understand who you might be excluding. How we plan, invite, and run meetings can unintentionally exclude a diversity of team members from attending and contributing. Review your meeting practices to see if you may be accidentally excluding any team members.



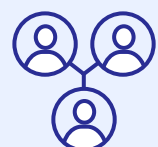
02

Check meeting times. When scheduling meetings, consider school hours, significant cultural and religious practices and/or holidays so you're not excluding a diversity of members from attending.



03

Check your invitation list for diversity. Review the list of participants you plan to invite – are you missing people who represent diverse or dissenting points of view, or who are directly affected by the discussion?



04

Plan for accessibility. Look for physically and neuro-accessible meeting spaces and facilities for in-person meetings. Check your platforms have accessibility features like close captioning, screen reader compatibility, and automatic transcripts for online meetings.



05

Be proactive about accessibility requirements.

Ask attendees if they have any accessibility, translation or interpretation requirements and share accessibility information with attendees ahead of time.



06

Create and share an agenda. Do this ahead of time to enable meetings to hear from a diversity of people and to allow participants time to prepare for the meeting.



07

Acknowledgement of Country. Acknowledge the Traditional Owners of the Aboriginal or Torres Strait Islander land from which you are joining – either verbally (in person and online) or in the chat (online).



08

Share pronouns. For online or hybrid meetings, when introducing yourself, you can state the pronouns you would like other meeting participants to use for you and/or include this in your chat name (e.g. she/her, he/him, they/them, she/they etc.)



09

Use structured turn-taking to ensure “airtime” is shared and no one dominates the discussion. Take a structured approach to turn-taking so attendees take turns speaking and speak one at a time – have a predetermined order of speaking, encourage “raising hands”, and keep track of who hasn’t spoken.



10

Respect different communications styles. Remember that not everyone communicates the same way – some participants may prefer to share their perspectives using the chat function while others prefer raising their hand to speak.¹



Want more practical guidance on how to hold inclusive meetings?

See DCA’s [Inclusive Meetings at Work Guide](#) and [Checklist](#).

1. R.A. Ravishankar, “[A Guide to Building Psychological Safety on Your Team](#)”, *Harvard Business Review*, 1 December 2022.