THE UNIVERSITY of EDINBURGH

10 Top tips for inclusive meetings

Where everyone is valued and has the opportunitiy to contribute

Before

CONSIDER ACCESS NEEDS

Invite attendees to share their access needs and accommodate them. It can be useful to explicitly offer examples of accommodations you can make.

CREATE AN AGENDA

Create the agenda collaboratively to include others on setting conversations. Schedule for regular breaks and send the agenda out at least one week in advance.

PLAN IN ADVANCE

Book the meeting date, time and venue as far in advance as possible. Share access information of the venue in advance, including limitations of the venue.

SEEK DIVERSE INPUT

Review whether you are missing people with diverse input or differing points of view. Actively seek broader input.

During

CREATE A FRIENDLY ENVIRONMENT

The chair should welcome attendees and invite everyone to introduce themselves, encouraging them to share their pronouns. They should set the tone for the meeting, clarify ground rules and proactively seek and validate input from less frequent speakers.

STICK TO THE AGENDA

Ensure the meeting starts, breaks and finishes on time.

LISTEN ACTIVELY

Spend time listening to others without planning what you want to say. Credit people for their ideas.

VALUE DIFFERENCES

Celebrate all opinions and approach challenges constructively. Be mindful of power imbalances and institutional hierarchies that could affect attendees.

After

FOLLOW-UP PROMPTLY

Send a follow-up email shortly after the meeting. Provide minutes and other requested material.

REVIEW AND ADJUST

Collect feedback on the effectiveness, inclusiveness and accessibility of the meeting. Ask if attendees felt they could contribute. Identify good practice as well as areas to improve.