

Diversity Forum 2019:

Inclusive Practices for Group Meetings and One on One Meetings

These are considerations to implement on case by case basis. The inclusive practices listed below will likely not be a good fit for all persons.

Group Meetings:

- Use [taglines](#) for all meetings and gatherings
- Practice grace, kindness and patience
- Use verbal names and pronouns when introducing selves
- Use table tents/name tags with pronouns
- Turn-taking as a practice
 - Use something to indicate when individuals would like to share thoughts or respond (example: table tents)
 - Voluntary facilitating/moderating the meeting
 - Voluntary notetaking for meeting
 - Group permission/recognition of turn taking
- Accessible Agendas:
 - Share electronically prior to meeting
 - Project agendas when possible
 - Provide paper copies to meeting
 - Create agenda in accessible WORD format
- Share materials/handouts electronically prior to meeting
- Avoid fragrances
- Make sure spaces are large enough for movement and body types
- Variety of seating options, including allowing people to move around
 - Different types of chairs available (example: some with arms, others without arms, wheels versus no wheels)
- Make sure all videos are captioned
- Visually describe all images shown on screen
- Time of meetings – make sure all can attend
- If multiple meetings back to back, ensure breaks between
- Keep consistency in accessible practices at forefront of mind during meetings
- Create longer pauses for response and processing time
- Notes on Smart board in google docs so that people can follow along
- Offer variety of ways for people to provide feedback

- If food offered, advance check on dietary needs or allergens, and provide variety of options
- Consider participation alternatives to in person meeting (example: Zoom, Skype)
- Be thoughtful of advance notice of canceling meetings
- Consider colloquial language and do not assume you're understood
 - Try to avoid phrase such as: "as you can see", "we'll walk you through this," or "it goes without saying"
- Consider being as clear and concise as possible
- Invite self-advocacy during or at end of meetings: participants can share if something isn't accessible or doesn't work well
- Have writing utensils and paper available
- Share meeting minutes, highlighting any next steps
- Send next steps in email

One on One Meetings

- Practice grace, kindness and patience
- Use verbal names and pronouns when introducing selves
- Avoid fragrances
- Avoid common allergens in office (example: peanuts)
- Read aloud any materials you are review or going over
- Have alternative lighting available in office (example: lamp so overhead light can be turned off)
- Ask individual if they have a preference of communication style or need
- Invite self-advocacy so individuals can share what's working or not working for them interpersonally
- Preview meeting goals/agenda at beginning of meeting
- Meet people where they are at
- Let individual initiate handshake
- If space allows, have seating options so individual can choose most comfortable
 - Be thoughtful of personal space
- Have fidgets available
- Have writing utensils and paper for notes available
- Offer to meet in different spaces or locations
- Remember that not all steps or structures are intuitive. Don't assume knowledge.
 - Give steps to accomplish in writing
 - Give phone number or locations of resources for (example: give contact information for academic dean's office)

- Give examples when explaining
- Offer a deadline, but know sometimes that can be restrictive or anxiety provoking
- Give time for processing
- Role play or practice interactions
- Send email reminders for follow up or simply for meeting time
 - Send website links of discussed resources, materials, or processes
- Reach out when you think of individual
- Keep meetings under 45 minutes