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