Best Practices for Conducting Equitable Meetings

Before the Meeting - Preparation for Equity:

Universal Design in the Meeting Space:
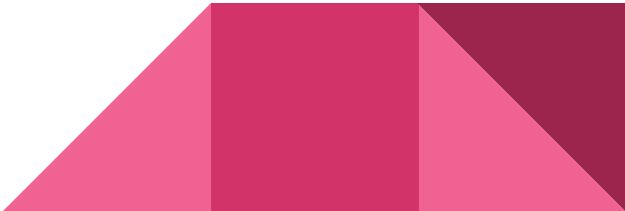- Ensure accessibility (seats for everyone, accessible entry points)

Invitations:
- Calendar invites sent ahead of time (include Zoom options)
- State that accommodations can be requested

Agenda Preparation:
- Share agenda ahead of time (use questions, state the goal)
- Set clear roles for participants
- Encourage feedback on the agenda

Note: Make sure the time and date of the meeting are during normal work hours and not during cultural or religious holidays: Culturally Significant Dates and Interfaith Calendar.
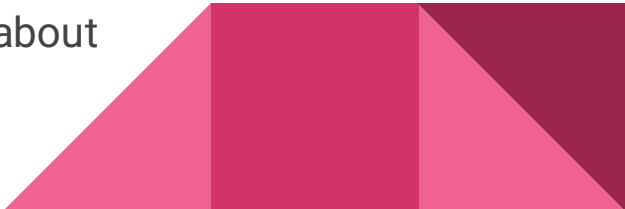
Tips for Creating an Agenda:

State the Goal Clearly:
- Define the objective of the meeting.
- Ask: What do you want participants to think, do, or decide by the end of the meeting?

Frame Agenda Items as Questions:
- Pose agenda items as open-ended questions to guide discussions and create a space for diverse input.
- Example: How can we improve engagement for new members?

Estimate Timing for Each Item:
- Allocate a specific time for each discussion point to ensure the meeting stays on schedule and everyone has time to contribute. Be realistic about how long each item will take.
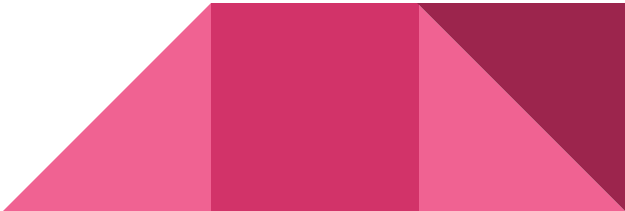
Agendas cont.

Encourage Feedback on the Agenda:
- Before the meeting, ask for input on the agenda from participants to ensure that everyone's concerns are addressed.

Provide an Accessible Agenda:
- Send the agenda ahead of time in a readable format (digital or printed).
- Make sure participants have enough time to prepare, especially those who may need extra time to process information.

Be Flexible and Adapt as Needed:
- Leave room for adjusting the agenda if needed.
- Allow participants to suggest additional topics.

During the Meeting: Inclusive Communication

Set Expectations for Behavior:
- [Student Code of Conduct](#) and [Faculty/Staff Code of Conduct](#)
- Include information on how to report concerns

Promote Group Engagement:
- Use a "Yoda" to observe group dynamics
- Recap consensus regularly
- Consider seating arrangements for better interaction
- Ensure virtual participants have a voice

Mind Power Dynamics:
- Proactively consider diversity in attendees
- Ensure everyone speaks (avoid letting any one person dominate)
- Interject when necessary to amplify quiet voices

After the Meeting: Follow-Up for Clarity and Inclusivity

Send Meeting Minutes:
- Include key decisions and action items

Encourage Reflection:
- Invite participants to share insights post-meeting

Highlight Action Items:
- Set deadlines and assign responsibility

Additional Resources:

[Harvard University Inclusive Meeting Guide](#)

["Run Meetings That Are Fair to Introverts, Women, and Remote Workers"](#)

[Inclusive Meeting Checklist](#)

[Inclusive Science Meetings: Where to Start](#)

[How to Make Professional Conferences More Accessible for Disabled People: Guidance from Actual Disabled Scientists](#)