

# INCLUSIVE MEETING HOST GUIDE

Before you host your next meeting, consider these best practices to making an inclusive meeting.

UR CTSI Diversity, Equity and Inclusion Task Force

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## Guidelines below are drafted to achieve following aims:

- Consider all meetings to be hybrid
  - recommend using what is needed in Virtual and In-Person meetings.
- Consider name tags for in-person meetings with people who don't know each other.

## References:

- [Zoom Host Guide from Univ. IT Help](#)
- Zoom Video and Web [Conferencing](#) by University IT
- [Planning Accessible Events](#) by Office of Disability Resources Tips for Zoom meetings with ASL Interpreters

- [Setting up registration for a zoom meeting](#)
- UR Events Calendar: [Submission Guide](#)
- CTSI Event management – Pre & Post Event Checklist (To be distributed)

## RECOMMENDATIONS FOR INCLUSIVE MEETINGS

Invite only who is essential

Agenda sharing before 24h at least

Make available for chatting, recording, and transcripts functions or ask permission before the zoom meeting

Ask feedback from all of team members

Acknowledge strength in diversity (celebrate success, appreciate each other)

Offer support and listen with empathy (without discounting people's feelings)

Respect and celebrate diversity

Present over-arching meeting goal.

Check needs for Interpreter

Make sure all attendees/members have access to the shared documents and are included in the mailing list/listserv

## ADDITIONAL CONSIDERATION FOR MEETING SIZE AND STYLE

Ⓢ Small size meeting under 10 people, Ⓜ Medium size meeting 10- 30 people Ⓛ Large size meeting over 30 people  
Ⓜ Team building event

### Promote an environment of inclusion

5-minute check-in at the beginning of the meeting Ⓢ

Do introductions if there is a new person present (both the new person and the others on the team) Ⓢ, Ⓜ

Share recap of previous meeting Ⓢ, Ⓜ

Rotating host/facilitator Ⓜ

Do introductions and include some unique question for people to answer Ⓜ

### Respect to diversity

Mindful that everyone has had a chance to express their thoughts. Ⓢ, Ⓜ

Diversity consideration for speaker selection Ⓛ

Something to greet everyone and end the experience. Ⓜ

### Reach out to new members

On-board new members before meeting Ⓢ, Ⓜ, Ⓛ

Check in after to see what they noticed and took from the meeting with their fresh eyes Ⓢ, Ⓜ

### Celebrate diversity

Celebration of different events Ⓢ

Greeting in various language Ⓛ

### Safe space for opinion sharing

Create a list of expectations and planned outcomes of the meeting/conference/lecture Ⓛ

