How to be More Inclusive in Online Meetings

Everyone has a different way of thinking and speaking. How are you designing and running your meetings to meet the styles, preferences and abilities of everyone in your team?

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**General Tips**

1. **Have a considered agenda.** Decide how you will present each topic so that everyone is included.
2. **Have everyone prepare for the meeting,** by providing pre-reading and asking for them to come ready to contribute.
3. **Facilitate the meeting to include everyone,** by inviting people to speak by name and breaking into smaller groups for discussion.
4. **Work in a shared document** that allows immediate contribution during the meeting and considered contribution before and after the meeting.
5. **Encourage different forms** of presentation and discussion, including visual forms and physical activity.