

Best Practices for Inclusive Meetings

1. General meeting considerations

- Is this meeting needed, or could it be conducted via email if mostly announcements?
- Consider all constituents' needs when choosing a meeting time, location, and modality (consider factors such as home campus locations, teaching schedules, health needs, family obligations, access to technology)
- Choose alternating meeting times to accommodate multiple schedules
- Facilitate meetings so that all voices are heard (avoid interruptions, talking over people, one person dominating the space, etc.; actively include those who might feel marginalized or might not put themselves forward)
- Take a moment for introductions (if hybrid, invite online participants first)
- Ensure equity in who is taking notes and minutes

2. Considerations for meeting in person

- In-person meetings or gatherings can be helpful in building community; departments with faculty at multiple campuses should strive to have at least one event a year at a location other than Oshkosh. Example: hold a faculty meeting, retreat, or social event at the Fox Cities or Fond du Lac campuses or communities
- Consider how the seating arrangement might influence interaction; an arrangement where everyone is facing each other is more conducive to discussion

3. Considerations for meeting online

- Establish meeting rules at the outset related to turn-taking/hand raising, voting, use/monitoring of the chat, how to move to closed session if needed
- If practical everyone should have their cameras on and mics muted but respect that if a participant does not turn on their camera, it is for a good reason
- Provide materials via a link rather than just screen sharing for visibility/accessibility
- Consider meeting lengths to forestall "Zoom fatigue"; share PowerPoints or other materials ahead of time so attendees can review and ask questions rather than using meeting time to present materials for the first time
- Utilize online tools where appropriate such as breakout groups and whiteboards
- Consider other platform-specific features such as screensharing, chatroom, ability to dial in to meetings, appearance on screen
- Record meetings if appropriate

4. Considerations for hybrid meetings

- For meetings larger than 6-10 participants, hybrid meetings present significant challenges for inclusion; consider a fully online meeting in these cases
- Assign a production role that includes duties such as ensuring the speaker is seen on camera, monitoring chat, and managing tech issues
- Make sure the in-person room has multiple microphones, a microphone that can be passed around, or is designed for hybrid meetings

- Make sure remote participants have good visibility of the in-person meeting by orienting seating so everyone can be seen on screen or having speakers stand in front of camera while speaking

5. Considerations for events and speakers

- Whenever possible, include a livestream option for events and speakers
- Assign a moderator to ensure the speaker can be seen on camera, to monitor any tech issues that arise, and to facilitate chat/online Q&A

Additional resource from UW–Madison: <https://it.wisc.edu/learn/inclusive-hybrid-meetings/>