

Virtual Meeting Inclusive Practices

As we all adjust to a different way of living and working, we ask you to remember to:

Incorporate perspectives - Not everyone is physically, emotionally, or mentally able to share their thoughts and feedback the same way, and we should always invite people into conversation through talking, thinking and/or typing.

Name pronouns - Starting each meeting sharing your pronouns is a way to include people across the gender spectrum into the conversation and to remind each other how we like to be addressed, whether it is she/her, he/him, and/or they/them.

Collaboration matters - Our workplaces requires us to collaborate and we can acknowledge this by inviting ideas, crediting work, recognizing support always remembering that success is not a solo sport and teamwork is critical to innovation.

Listen actively - Communication styles vary between analytical, intuitive, functional, and personal and it is important to learn how to effectively communicate with someone who is different from you by always being curious.

Undo biases - We all have judgements and must catch ourselves when we speak over, unintentionally interrupt, and dismiss ideas, undoing those biases in an ongoing commitment to think and act equitably toward marginalized groups.

Dismantle power - Every room has invisible power dynamics based on who is in charge; this needs to be identified and challenged by finding ways to take turns speaking and making sure everyone's perspectives are included.

Engage respectfully - As we shift to alternative forms of technology, we should assume good intent, but own our impact meaning that if we make an error in judgement, we must acknowledge it, apologize for it, and learn from it.



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