



ENGINEERS &  
GEOSCIENTISTS  
BRITISH COLUMBIA

# INCLUSIVE MEETING FACILITATION

Inclusive meetings create an environment where all attendees are more likely to contribute, improving engagement and collaboration. Meeting facilitators play an important role by modelling inclusive behaviors and incorporating inclusive meetings practices.

## TIPS AND CONSIDERATIONS



**Send out an agenda and materials at least 1 week ahead.**



**During in-person meetings, consider accessibility.** This includes transit and venue accessibility, how the space and seats are arranged, and dietary restrictions.



**Check: how will you engage all participants,** lead introductions, and monitor the chat in hybrid meetings?



**Include a land acknowledgement.** Read the Guide to Inclusive Practices for land acknowledgement tips.



**Welcome each participant by name,** including new faces.



**Provide opportunities to engage in different ways.** Offer opportunities to share verbally, over the chat, or through other tools like sticky notes.



**Set meeting norms early,** including when to remain on mute, backgrounds, camera use, and protocols for speaking. Encourage others to maintain an open mind, consider how words may impact others, and respect other perspectives.



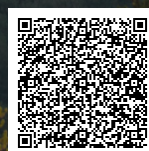
**Ensure your meeting allows for equitable participation.** For example, let participants know you will be asking each of them to comment, even if their comment is to pass.



**Manage dominators and interrupters.** Interject politely, redirect the conversation, or say “Wait, I want to hear more about...”



**Follow up after the meeting.** Thank participants, request their feedback, or invite them to share any new ideas that have come up after the meeting.



LEARN MORE BY READING  
THE GUIDE TO INCLUSIVE PRACTICES