

# Inclusive Online Meetings

## Participants:

- Review all materials ahead of time.
- Don't multi-task.
- Repeat your name before speaking.
- Direct questions to people by name.
- Share your pronouns.
- Be a good listener.

## Moderators / Hosts:

- Include all pertinent information in the meeting invitation
- Limit distractions
- Be mindful of accommodations
- Ask people who haven't participated if they have feedback

## Before the Meeting:

- Set an agenda in the invite.
- Use the built in Accessibility Checkers for PowerPoint, Word, Excel and PDF to ensure your materials are accessible.
- Share slides and other documents so team members can follow along if they use assistive technology.

## During the Meeting:

- Record meetings.
- Turn on Closed Captioning.
- Inquire if there are any preferences before using video or moving backgrounds.
- In larger meetings, say your name before you speak to ensure everyone knows who is talking.
- Be descriptive when presenting, refrain from statements like "As you can see here."
- Use inclusive language.

## After the Meeting:

- Send meeting notes to all attendees.
- Share any materials not provided before the meeting.
- Use the built in Accessibility Checkers for PowerPoint, Word, Excel and PDF to ensure your materials are accessible.