

Running an inclusive meeting

The Faraday Institution Code of Conduct extends into other environments where our community members interact (e.g., project meetings, social media, Communifire discussion boards). Importantly, we ask that you consider the following checklist in order to organise and run an inclusive meeting:

1. Review your list of attendees: are you missing people who represent diverse or differing points of view?
2. Ensure the timing and location of the meeting are suitable and do not exclude some participants.
3. Send the agenda and any pre-read materials out well ahead of time to give everyone the chance to prepare to contribute fully.
4. Greet each meeting participant warmly, by name, so everyone feels welcome.
5. State ground rules up front and make sure they explicitly foster inclusion.
6. Model the behaviour you would like to see from others.
 - Be respectful of others. Communicate openly and thoughtfully with all participants and be considerate of the multitude of views and opinions that may be different than your own.
 - Demonstrate active listening.
 - Be collaborative.
 - Recognise diversity (being aware that some participants may be using English as a foreign language).
 - Respect the privacy of participants.
7. Mediate and facilitate: keep track of who's talking — and who's not. Only tolerate interruptions to prevent any one person from dominating or derailing the discussion, or when something offensive has been said. Handle disagreement constructively. Act fairly, honestly, and in good faith with other participants.
8. Remain engaged in the conversation from beginning to end.
9. Recognise that not everyone is comfortable expressing views within a meeting. Allow people an alternative means to contribute, for example asking for inputs ahead of the meeting or allowing people to send ideas afterwards.
10. Follow up after the meeting. Thank participants for attending and ask for their feedback.

Adapted from: Harvard Business Review, "To Build an Inclusive Culture, Start with Inclusive Meetings" <https://hbr.org/2019/09/to-build-an-inclusive-culture-start-with-inclusive-meetings>