

Give everyone the opportunity to contribute

- Ask people if they want to contribute.
- Allow people to contribute anonymously or in smaller groups.
- Check if people can access the tools you're using and offer an alternative if necessary.
- Use visible timers and allow thinking time.
- Use captions and transcripts where possible.
- Consider how people could contribute outside of the meeting, in their own time.

Set clear expectations, early

- Send out an agenda in advance.
- Clearly state the purpose of the meeting and the outcome you want to achieve.
- Give a running order, include approximate times.

Give context: do not assume any prior knowledge

- **Reiterate any information that someone would need to know to be able to contribute.**
- **Give regular recaps. Consider taking notes as you go so you can easily refer back.**
- **Be mindful of late joiners and the context they might lack.**

Use clear language

- Do not use acronyms without explaining what they mean.
- Use plain English.
- Be mindful of people who are new to the organisation or team. If you use jargon, explain what you mean.

Respect people's time

- **Book only the amount of time you need with people, and allow people to leave if they've contributed all they need to.**
- **Plan your meeting to allow people breaks between meetings, for example 5 or 15 minutes past the hour.**
- **If the meeting is long, schedule in regular breaks.**

Value all contributions equally

- Give everyone a chance to speak, do not allow one voice to dominate.
- If you're referencing what's been inputted, reference contributions from a range of people.
- Consider your audience. Be prepared to adapt your approach or process to encourage contribution from more people.

Encourage clarity, curiosity, and challenges

- Explain how people can ask questions.
- Encourage people to get clarity on things they do not understand.
- Allow people to ask questions anonymously, for example by adding post-its to a collaboration board.