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.