

INCLUSIVE Meeting Guide

LEADERSHIP
EVOLUTION
ACTIVATION
DISCOVERY

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BETTER MEETINGS. BETTER DECISIONS. BETTER TOGETHER.



1

INVITE EVERY VOICE

Intentionally create space for everyone to contribute.



2

LISTEN ACTIVELY

Listen to understand, not just to respond.



3

RESPECT DIFFERENT PERSPECTIVES

Value diverse ideas and lived experiences.



4

SHARE THE AIRTIME

Balance participation so no one dominates the conversation.



5

DECIDE TOGETHER

Ensure decisions reflect the group's diverse input and insights.



Inclusive meetings lead to *stronger relationships, more creative solutions, and better outcomes for everyone.*

MEETING CHECKLIST

- ✓ Have I invited a diverse group of voices to the table?
- ✓ Do all participants feel welcome to contribute?
- ✓ Are we actively listening to understand different perspectives?
- ✓ Do we manage airtime so everyone has a chance to speak?
- ✓ Are our decisions inclusive of the input shared?



When meetings are inclusive, people feel safe to share, teams feel stronger, and ideas can thrive.

REFERENCE:

Serrato Marks, G., Solomon, C., & Stack Whitney, K. (2021). Meeting frameworks must be even more inclusive. *Nature Ecology & Evolution*, 5(5), 552-552.



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