By making meetings more inclusive, people from different backgrounds, cultures, abilities, education, levels of stress, and skills can be part of positive change in child welfare.
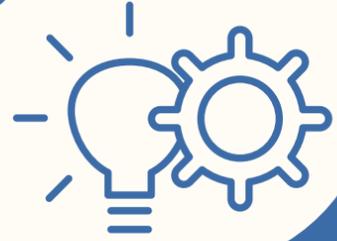
Meeting Tips
for facilitators

1 BEFORE MEETING
- Pre-share agenda and accessible materials
- Be early to answer questions

2 VIRTUAL SPACE
- Limit distractions
- When possible, allow for captioning, recording, and AI Assistants

3 TIME MANAGEMENT
- Add meeting link, agenda, and materials to the calendar invite
- Give regular reminders of important dates and upcoming meetings

4 CHECK ACCESSIBILITY
- Less is More: only use words that are needed, and keep sentences and paragraphs short
- Readability Matters: Check how easy your documents are to understand. 8th grade level is ideal.

5 SLOW DOWN
- Slow facilitation to allow more time for thinking and transitions
- Be flexible and adjust the agenda as needed

SLOW

6 VIRTUAL COMMUNICATION
- Read aloud chat messages related to the topic
- Encourage non-verbal feedback including nods, facial expressions, and virtual reactions
- Share information in various formats including verbal, visual, and typing in chat

7 LANGUAGE
- Avoid technical terms and slang
- Define acronyms and terms that are not plain language
- Share a plain language/acronym glossary

8 FOLLOW UP
- Use design guidelines to create meeting notes
- Send an email with tasks, due dates, links, notes, and shared resources
- Stay after to answer questions

For more tips on inclusive virtual meetings:
DIN Tips and Tricks for Inclusive Virtual Meetings
Accessible Online Meetings
Working with People Under Stress