

# Recommendations for inclusive video conferencing

A successful meeting is a collaborative effort.

## *For organizers & facilitators:*

- 01** Use video conferencing platforms that give participants more control over how they show up.
- 02** Proactively reach out to meeting participants for their needs and try to accommodate those needs
- 03** Set clear expectations ahead of time for meeting format and attendee responsibilities so that the attendees are prepared for what/how they should contribute.
- 04** Use a facilitator whenever possible. Start out the meeting with ground rules of how to engage and participate.
- 05** Leverage non-verbal channels: ask simple questions in chat, use emojis to communicate emotions when possible.

## *For all attendees:*

- 01** Be mindful: speak one at a time and DO NOT talk over each other. In particular, DO NOT interrupt PWS when they are speaking.
- 02** Inform everyone what the order of speaking will be, so PWS have the time to mentally prepare and aren't caught off guard.
- 03** Active listening: listen attentively to the speaker, focus on the content and ideas, engage and respond to show understanding and interests,