**CODE 210 INCLUSIVE MEETING REMINDERS**

***“Code of Conduct”***

* Send out agenda and pertinent meeting materials ahead of time.
  + This gives everyone time they need to prepare for the topic, and ensures that those attending virtually have the required materials.
* Avoid scheduling or rescheduling with short notice.
  + Individuals may need to make arrangements
    - For transportation
    - For interpreter services or closed captions
    - Navigating their way to an unfamiliar location (building or room)
    - And other arrangements that you may not be privy to
* Speak one at a time and announce yourself when you speak.
  + This helps benefit all attendees, including those attending virtually
* When necessary, set ground rules to ensure a safe environment and foster trust.
* Avoid scheduling meetings on major cultural holidays.
* Be aware of your non-verbal communication.
  + Make sure your “body language” shows positive interest.
* Don’t send mixed messages.
  + Don’t invite people to offer differing opinions and then cut them off.
* Ask open-ended questions to encourage participation.
  + Seek multiple points of view.
  + Listen to understand, repeat back to make sure you’ve heard correctly.
* Be welcoming to new team members.
  + Consider who else might need to be involved and invite them.
* Speak up when people are made to feel small or excluded.
* Manage disagreements effectively.
  + Differing points of view are critical to the success of the team.
  + Acknowledge differences in communication styles.
* Try to adhere to meeting start and end time as much as possible.