**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.