Best Practices for Inclusive Remote Meetings

1. Schedule meetings with consideration of participants' time zones and other needs (mealtime, internet sharing demands, etc.)

2. Consider if the meeting can be 5 or 10 minutes shorter than usual to enhance engagement, minimize fatigue.

3. Pre-plan meeting roles of host, co-host, facilitator, coordinator and/or note taker.

4. Test technology (audio, video, waiting room, breakout rooms, screen share, chat, etc.).

5. Distribute meeting agenda, access details, and materials before the meeting.

6. Encourage participants to "come with ideas" to support full engagement in conversations.

7. Begin meeting with participant introductions with pronouns, confirmation of pre-reads, and other welcome rituals.

8. Tell attendees if a meeting is being recorded and that 'private' chats are not really private.

9. Review meeting norms, expectations and etiquette; accept colleagues may be working alongside other people or pets.

10. Facilitate meetings to actively manage time and agenda items with requests to be recognized to speak, expecting longer pauses than in face-to-face settings.

11. Discourage one or two people from dominating conversations. Address patterns of interruptions and use the amplification technique to recredit ignored voices.

12. Seek input by calling on the least senior members to contribute first or inviting those who have not yet spoken into the dialogue.

13. Describe any visuals shared, polls, or chats coming in: it helps everyone notice and focus, and screen readers may miss them.

14. Recognize unconscious bias and use agreed-upon criteria and rubrics for decision-making meetings.

15. Define next steps and future meetings; use signoff rituals; adjourn on time.

16. Circulate a meeting summary to all participants with solicitation for corrections or new or overlooked ideas.

Resources
- Lehigh University Principles of Our Equitable Community
- Lehigh University LTS Secure Zoom Meetings
- Lehigh University HR: Don't Get Zoomed Out
- The AGU Ethics and Equity Center 10 Best Practices…
- Stanford University Video and Etiquette For Online Meetings

The Council for Equity and Community