



August 2024

## Inclusive Meeting & Training Checklist

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### *Before the Session*

- Accessibility Needs:** Ask participants if they have any accessibility needs.
  - Accommodations:** Inquire about any specific accommodation they require to fully participate.
  - Food Restrictions:** Check if they have any food restrictions or requirements.
  - Pronouns and Names:** Learn how to pronounce their names correctly and their preferred pronouns.
  - Additional Needs:** Ask if there's anything else you can do to make the training inclusive.
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### *Timing*

- Participant Schedules:** Schedule the training to accommodate participants' and caregivers' schedules.
  - Time Zones:** Ensure virtual participants are in normal working hours for their time zones.
  - Religious Obligations:** Avoid conflicts with standard prayer times or religious obligations.
  - Holidays:** Ensure the training does not fall on major religious or cultural holidays.
  - Punctuality:** Start and end the training on time.
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### *Facilitator Responsibilities*

- Agenda:** Share the agenda and goals with participants in advance.
  - Time Management:** Keep the training on track and on time.
  - Welcome:** Formally welcome and introduce all participants.
  - Respect:** Ensure all participants feel heard and respected.
  - Role Sharing:** Rotate roles like notetaking, flip chart creation, and other tasks among participants.
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### *Location*

- Format:** Determine if the training is in person or online (circle one).
- Accessibility:** Ensure facilities and technology are accessible for people with disabilities.

- Audio:** Provide audio amplification for mid- to large-sized rooms.
  - Interpreters:** Arrange for ASL interpreters if needed.
  - Captioning:** Enable closed captioning for online sessions; schedule a live captioner if necessary.
  - Video Settings:** Allow participants to turn off cameras after an initial video check-in; use gallery view during activities.
  - Privacy:** Provide facilities for nursing mothers or those needing privacy for medical reasons.
  - Allergens:** Ensure the venue is free from known allergens.
  - Respectfulness:** Choose a location that respects all participants.
  - Digital Programs:** Check that digital programs meet Web Content Accessibility Guidelines (WCAG) 3.0 Level A Conformance or higher.
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### *During the Training/Meeting*

- Agenda Distribution:** Send out the agenda in advance.
  - Participation:** Encourage everyone to share their points of view; ensure balanced participation.
  - Quiet Time:** Include quiet time for introverts to record and prepare their thoughts.
  - Accessible Materials:** Present handouts and materials in accessible formats.
  - Diverse Representation:** Ensure visuals, exercises, and materials represent a broad range of diversity.
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### *Participant Expectations*

- Timeliness:** Arrive and depart according to the training schedule.
  - Communication:** Be constructive and inclusive in communication.
  - Open-mindedness:** Be open to different perspectives.
  - Share:** Share speaking time and airtime with others.
  - Self-Reflection:** Ask yourself how you can be more inclusive and if there's anything you can do to improve inclusivity.
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### *Post-Meeting*

- Feedback:** Collect feedback on the inclusivity of the session and use it to improve future training.
- Follow-Up:** Implement a follow-up process to check in with participants about their experiences and any ongoing needs.

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