



ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

INCLUSIVE MEETING PARTICIPATION

Inclusive meetings create an environment where all attendees are more likely to contribute, improving engagement and collaboration. Meeting participants can support the chair or facilitator by modelling inclusive behaviors, and encouraging an inclusive approach to meetings.

TIPS AND CONSIDERATIONS



Introduce yourself. Include your name, pronouns, and other relevant information such as job title or employer. If participating virtually, you could also include a land acknowledgement in your introduction.



Model the behaviors you expect to see from other participants. You are also responsible for following the ground rules that the Chair has set up for the meeting.



Amplify other people's ideas to ensure they are heard, especially when they seem to be missed by the larger group. An example of this could be saying "I think Danika made a great point when they suggested ..."



Interject if you see bullying or harassment. It is appropriate to step outside of standard meeting process to raise an issue with the meeting chair if you observe these types of behaviors.



Participate mindfully. Be aware of whether you are dominating the conversation, or interrupting people as they contribute.



Make recommendations to the chair or facilitator. If you see opportunities to promote inclusivity in meetings, share your suggestion with the facilitator at an appropriate time.



Be aware of and support inclusive meeting practices for meeting chairs/facilitators.



LEARN MORE BY READING
THE GUIDE TO INCLUSIVE PRACTICES