



**Towards
Inclusive
Practice**

Including Everyone.

A guide to running inclusive online meetings



A project by:  | **Inclusion Australia**

Running inclusive meetings online

We have all learned a lot about working online since the start of COVID.

For many of us, meeting online has become a normal part of our daily lives.

If you are running a meeting online, you can still follow lots of the advice in our Guide to Running Inclusive meetings.

However, there are some additional things to consider to make your online meetings inclusive for people with an intellectual disability.



Think about accessibility



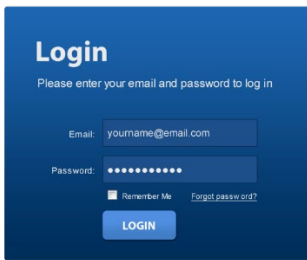
Use an accessible meeting platform.

Talk to participants about what platform they have experience with and which they prefer.



Give people clear instructions in advance on how to join in the meeting.

Allow time before the meeting for people to practice and be familiar with the platform.



It is good to use platforms that can be accessed with a simple link.

Try to avoid platforms that require a login or complicated registration processes.



Platforms work in different ways on different devices.

Familiarise yourself with how your platform works for different devices so you can support participants to get the most from the meeting.



Provide details of who to contact if people have a question or if there is a problem with technical issues.



Find out about and consider other accessibility needs. For example, do people need an interpreter?

The interpreter service will be able to give you advice on using different platforms so they can do their job.



Include clear time zones in the meeting invite if people are joining from different locations.

On the day



The host or chair should clearly explain the rules of the online meeting.

This includes explaining features of the platform and how people can have a say and ask questions.



Remind everyone to mute when they are not talking.

This is good for everyone to be able to hear properly.

Also, some people forget!



The 'Raise Hand' feature is a good way for people to let the chair know if they want to say something.

People can use the icon or put their actual hand up.



Leave time at the start.

Technology can be tricky for everyone!

Allow five minutes at the start for people to arrive and get settled in without missing important information.



Start the meeting by going around the faces onscreen asking everyone to introduce themselves and their role.

This can be very helpful in online meetings as a way for everyone to get settled in.



Ask people to have their cameras on.

It helps people who lipread to see who is speaking and read facial expressions and body language.



Online breaks are still important!

Always have a 10-minute break for meetings that go over 1 hour.

Check in with people how they are feeling about breaks and be flexible.



Online meetings should be a maximum of 2 hours.

They should have a 10-minute break each hour.

One-hour meetings are best.



After each topic, check if everyone understands and has had their say before moving on.

One way of doing this online is using 'thumbs up' – either your real thumbs or the online icon.



If you are presenting information using pictures or PowerPoint, remember that this will affect who can see each other on screen.

Screen share for short periods of time.

“Being able to see people gives personality to the meeting. Having cameras off you don't see people's reactions. It can be bland and boring. It can feel like you're talking to a brick wall!” - Inclusion Advisor, NSW

Remember!

Online meetings can be a great way to reach people who might not be able to attend in-person. However, not all people with intellectual disability can use technology to join in meetings. This might be because of:

- The cost of buying a computer or smartphone
- Access to a reliable internet service
- Accessibility of platforms
- Reliance on support to use technology
- Limited experience with technology.

Consider the pros and cons of online and face-to-face meetings, and always ask people about their preference!