

Tip Sheet: Preparing for an Inclusive Meeting

Inclusion Advisors from around Australia shared their top tips for making meetings more inclusive for people with an intellectual disability.

Some of these ideas might be new, some of them you might be doing already.

This list is not meant to be prescriptive. Use these tips to think about the processes you use, and what you might be able to implement.



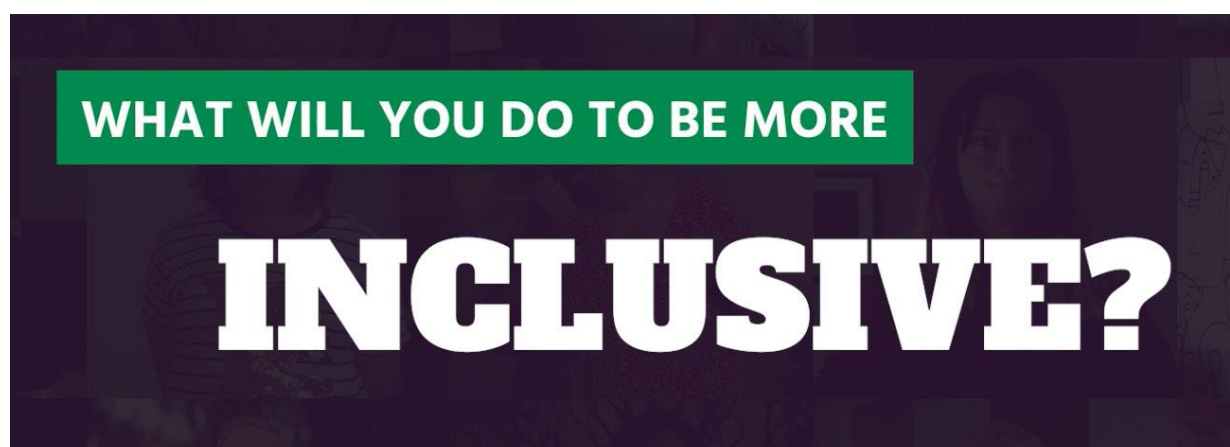
Meeting purpose and papers

- Be clear what the meeting is about.
- Provide any terms of reference or meeting rules.
- Tell people who will be at the meeting where possible.
- Provide any meeting papers in an accessible format like Easy Read or audio.
- Send the agenda and meeting papers **at least** 1 week before the meeting.
- Include length of time for each item on the agenda, including any breaks.
- Explain any actions from previous meetings that will be talked about.
- Share any questions you want people to answer ahead of time.
- Ask about any access, support needs or dietary requirements.
- Book and confirm the support people need for the meeting.



Meeting times and locations

- Be clear what time the meeting will start and finish.
- Ask people about the best times to meet and choose times that will work for as many people as possible.
- Avoid meetings before 10am as many people need support in the morning to get ready and travel.
- Give clear instructions on the location of the meeting including how to get there, parking, a picture of the building and a map.
- Let people know they can bring a support person if needed.
- Be clear what people need to do before the meeting to be prepared, including reading any papers provided.
- Provide the details of who to contact if people have a question or if there is a problem.
- Remind people of the meeting the day before in their preferred format, where possible.



Reflective practice

- Ask your colleagues about when they think the best time to hold a meeting is. Are they the same or are they very different? How would you include everyone?
- Think about the room you are in now. What information would you give about how to get there, parking, and entering the building if you were hosting a meeting?
- How long before a meeting do you like to receive papers? Do you do this with meetings you organise?