

Include in Nature:
Session 2

INCLUSIVE MEETINGS DO'S AND DONT'S



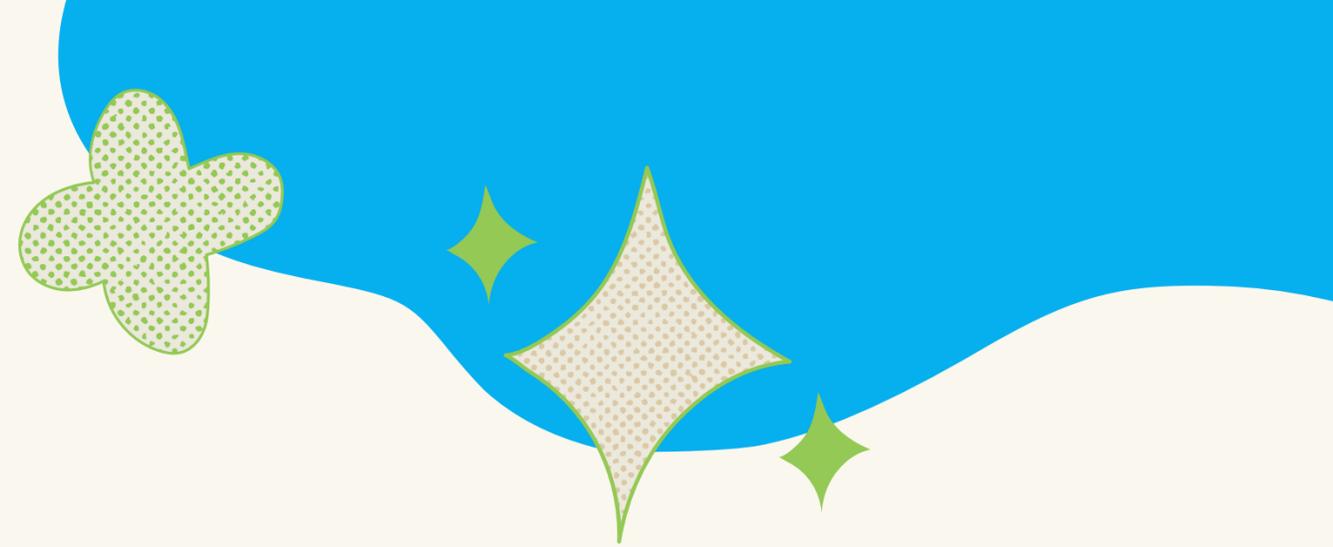
Nature Neighbourhoods
An innovative approach to building
community action for nature

DO'S

- **Be Considerate:** Be mindful of religious calendars, parents & childcare responsibilities, dietary requirements, and hidden disabilities.
- **Ask/Explain in Advance:** Ask about access requirements, send summarised info in advance in an accessible format, and guide new people through the process to help them feel comfortable.
- **Make Space:** Create space to speak and physical space. Know when to be quiet, invite quieter voices to share their opinions, and be proactive about that.
- Think about location, how to get there, and the spaces in the venue.
- **Structure the Meeting:** Allow sufficient breaks.
- Consider "on-the-go" meetings (walking) for some.
- Ensure a suitable pace for information absorption and discussion, clarity throughout, and balance formal with informal where appropriate. Informal settings can help put people at ease.

DON'TS

- **Time Crunch:** Don't schedule meetings with too many agenda items or attendees. Rushed discussions exclude thoughtful input.
- **Lack of Clarity:** Don't hold meetings without a clearly defined purpose and structure. Avoid jargon or "coded language" some participants might not understand.
- **Disrespectful Communication:** Be mindful not to speak over others. Avoid over-formality, which can create a barrier, but always maintain respect.
- **Exclusionary Attendance:** Don't restrict meeting attendance unnecessarily. Unless there's a specific reason for a closed meeting, keep invitations open to encourage broader participation and diverse perspectives.



DON'TS

- **Dominating Voices:** Don't allow a few loud or dominant individuals to monopolise the conversation. This silences quieter participants and prevents valuable ideas from being heard.
- **Lack of Leadership:** Don't run meetings without a clear leader who understands and champions inclusive practices. The chair/moderator plays a crucial role in creating a welcoming environment.
- **Ignoring Participant Needs:** Don't overlook practical needs. Consider accessibility (wheelchair access, lighting, acoustics), refreshments (food and water), and breaks. Inquire about specific needs beforehand whenever possible.
- **Don't tolerate individuals taking credit for others' ideas or acting as a mouthpiece.**

