

Intentional Facilitation Choices: Creating Online Meetings for All to Enjoy

Mar 25, 2021 @ 8:30 AM Pacific

Slide Deck

- [Powerpoint format](#)
- [PDF format](#)

Links for Interactive Exercises

1. Share Your Words or Phrases: <http://bit.ly/ntcinclusion>
2. Jamboard Facilitation: bit.ly/NTC21-facilitation-jamboard
 - a. No longer editable but still visible.
3. Google Docs Reflection: bit.ly/NTC21-reflection-choices s
 - a. till editable in case anyone wants to add.

Speaker Contact Details

- Jeanne Allen, jeanne@jeanneallenconsulting.com
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Collaborative Notes

Use this section to make your own contribution to the notes for this session.

When you enter the session, please use the first option above under “Links for Interactive Exercises”, labeled “Share Your Words or Phrases”, to share what words or phrases you associate with “Inclusion” and with “Power Dynamics”.

- Things that can be included in introductions during a virtual event/meeting

(whether facilitating or not -- but if you're facilitating and you set the tone, others will follow!)

- Name
 - Role/Organization
 - Where you are physically (geographic location)
 - Pronouns
 - Land acknowledgement
 - Description of what you look like as a speaker (Clothing, hair, accessories, etc.)
 - What background is visible to folks watching
- Intentionally describe images on the slides as they come up to help create context for folks who can't necessarily see them, whether that's due to a disability or due to a tech challenge.
 - Create time and space for people to process and reflect -- there is space for patience! Avoid creating such packed agendas that there is no room for that.
 - A lovely way to address unfamiliar names -- acknowledge that you respect the other person's name and invite coaching if you get it wrong or need correction.
 - How do you give everyone equal voice and time? How do you ensure folks with privilege don't take up all the space?

How can I improve how I address what people need? Chat add

- Ask before the online meeting
- Share the agenda/structure to give people a chance to review and bring up anything that might be an issue
- If it is regular meetings, have a survey at the end to ask what went well and what can be improved
- maybe avoid creating overpacked agendas to allow for time and space to think and open the floor
- Respecting that some people are more comfortable with cameras off
- Be proactive! Use inclusive techniques regardless of whether anyone requested them or "needs" them
- What i gather from your insights is that inclusion during meetings also involves making no assumptions about accessibility

"I like the idea of principles of engagement before the meeting starts. For example, two lists, which include: Suspend (judgement, denial, guilt, assumptions...) and Embrace (Awareness towards understanding, leaning into discomfort...). Kind of breaks the ice, in a way."

Accessibility chat add:

- Captions can also be helpful for people who are not used to your accent (e.g., British vs. American English) or people for whom it's a second language
- It's also another way to take in information, even for people who aren't hearing impaired. tapping into the different ways people learn: visual, audio, kinesthetic..etc
- I've really noticed that more accessible slides with a limited amount of text that is large and high-contrast have been a lot easier to engage with in the cramped NTC Socio interface. I've found myself having to flip back and forth between full screen to read slides vs. participate in the

chat

- Here is the link to the resource Cindy mentioned from Rick Hansen on Accessibility 101 - <https://www.rickhansen.com/news-stories/blog/universal-design-101>