INCLUSIVE MEETINGS TIP SHEET 2

Ways to include EVERYONE in meetings

Use Easy English

❌ legislation   ⟶   laws ✅

❌ participation   ⟶   getting a go / joining in ✅

❌ accommodation   ⟶   housing ✅

❌ partnership   ⟶   working together ✅

❌ responsibility   ⟶   doing the right thing ✅
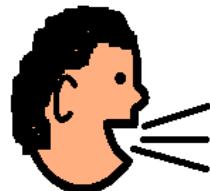
Have a break after an hour
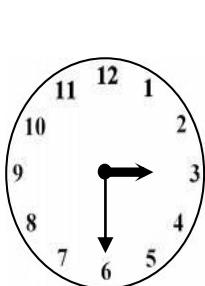
Use respectful terminology

People with disability ✅

❌ Disabled people

Age-appropriate – man / lady ✅

❌ Boys / girls

Remember what your Rights & Responsibilities are

To be listened to

Have a say

To be treated like an adult
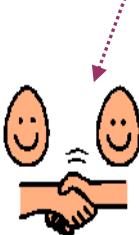
To work together

To represent others not just ourselves
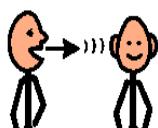
To listen to others

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Ways to include EVERYONE in meetings

Explain jargon

❌ Innovation ⟶ trying new things ✔️

❌ Community inclusion ⟶ everyone being able to join in & do things in the community ✔️

❌ Access ⟶ the ability to get into ✔️

Use plain English & pictorial information

Introduce everyone & have name signs

It is ok to ask questions when a speaker finishes or invites questions

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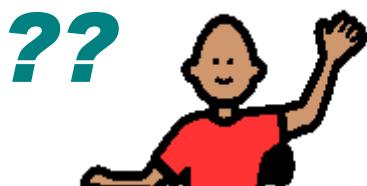
Everyone's contribution is valued

Explain Acronyms

Community
Residential
Unit