

**Inclusive Meetings Plan for All-OED Meetings
Office for Equity and Diversity; Updated November 2023**

TIMEFRAME	ACTION ITEM	CONSIDERATIONS Not all considerations may be relevant or necessary, depending on the size and nature of the event.	✓
At least 2 months prior to meeting	Select meeting date and time, after consulting with the OED Leadership Team (e.g., via email).	<ul style="list-style-type: none"> ● Avoid religious holidays and high-work periods to the extent possible. ● Consider scheduling meetings during academic breaks where possible to enable maximum participation. (This may not always be possible.) Certain DRC service providers may not be able to attend when courses or testing periods are occurring. ● Inform Leadership Team whether they should or should not approve vacation requests for the date of the meeting. 	
At least 2 months prior to meeting	Select accessible meeting location after conducting a site visit to assess accessibility if needed.	<p>Where possible, provide a remote participation option and a physical meeting location that:</p> <ul style="list-style-type: none"> ● is located on the entrance level or easily accessible by elevators ● is located near accessible and all gender restrooms ● is located near accessible parking and accessible by public transportation ● has access to flexible seating to accommodate diverse body shapes and sizes. ● is large enough to accommodate wheelchair accessible seating and accessible paths of travel ● enables the use of audio technology, including microphones, speakers, and assistive listening devices ● has minimal external noise ● allows temperature and lighting control (If there are windows, ensure that they are equipped with blinds to ensure appropriate lighting.) 	

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		<ul style="list-style-type: none"> ● has clear signage ● enables sightlines to the presenter or projection screen from all seating areas ● provides access and space for service dogs ● has electrical outlets in accessible seating areas <p>DRC staff are available to assess potential meeting locations for accessibility.</p>	
At least 2 months prior to meeting	Designate an event access coordinator	<ul style="list-style-type: none"> ● Designate an individual to be responsible for implementing accommodations, ensuring that real-time and media captioning and other technology are working, maintaining clear pathways and appropriate lighting, and responding to other accessibility needs before and during the meeting. ● Although the timeline set forth in this plan document is flexible and may need to be adjusted based on various considerations, event access coordinators are encouraged to incorporate as many suggestions as possible from this guide ● A DRC staff member is available to provide consultation to departmental event access coordinators. 	
At least 2 months prior to meeting	Send calendar invites to participants	<ul style="list-style-type: none"> ● Consider creating a division of labor tool so that colleagues can sign up to do tasks associated with the event in a collective manner. For example, sharing announcements, taking notes, setting up, cleaning up, etc. 	
At least 2 months prior to meeting	Request interpreters (sign language, spoken language, tactile signing, etc.)	<ul style="list-style-type: none"> ● Consider having remote interpreting (in addition to in-person interpreting) if deaf individuals are present in both spaces. ● Participants may submit accommodation requests closer to the event date; these requests should also be fulfilled 	

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At least 1 month prior to meeting	Select and brief presenters	<ul style="list-style-type: none"> ● Ensure that presenters are aware of OED’s commitment to inclusive and accessible meetings, and ask them to prepare and deliver their presentations with accessibility in mind. ● Share this inclusive meeting plan and resources for creating accessible materials with presenters: accessibility.umn.edu and https://accessibility.umn.edu/what-you-can-do/start-7-core-skills. ● Share DRC guidance document on selecting accessible activities and technology platforms with presenters. ● Ask presenters to provide digital versions of meeting materials that can be converted (e.g., Powerpoint slides, Word documents, PDFs with text recognized) no later than 2 weeks prior to the meeting. 	
At least 2 weeks prior to meeting	Communicate to participants	<ul style="list-style-type: none"> ● Communicate OED’s aim of hosting an inclusive and accessible meeting. ● Encourage a low-scent environment. For example, “To support those with allergies and environmental sensitivities, we ask that you please refrain from wearing fragrances.” ● Direct accommodation requests to the event access coordinator. For example: “To request an accommodation or for inquiries about accessibility, please contact (name, email, phone).” ● Identify the accommodations that are already being provided (e.g., remote participation, interpreting, captioning, audio description, accessible digital formats of materials, allergy friendly foods). ● Identify any materials that will be available to folks who are unable to attend the meeting, such as recordings. ● Ask participants to identify any food restrictions. ● Ensure that any registration forms are accessible. ● Inform participants when a detailed agenda will be shared. 	

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At least 2 weeks prior to meeting	Select remote access platform and any other platforms to be used	<ul style="list-style-type: none"> ● Ensure that all platforms are accessible. For example, Jamboard may not be accessible to screen readers. ● Research and decide whether to activate selected platforms' accessibility features. 	
At least 2 weeks prior to meeting	Confirm accessible meeting agenda and activities	<ul style="list-style-type: none"> ● Proactively design activities that are flexible, multimodal, and can be accomplished through multiple methods. ● Ensure that in-person and remote participants can equitably engage in activities. ● Ensure that the pacing of activities allows time for sufficient breaks. Breaks of at least 15 minutes are recommended to ensure that individuals have enough time to use the restroom or address personal needs. 	
At least 2 weeks prior to meeting	Check the accessibility of materials, platforms, and activities	<ul style="list-style-type: none"> ● The DRC should check the accessibility of activities, platforms, and materials by: <ul style="list-style-type: none"> ○ reviewing the detailed meeting agenda ○ meeting with presenters to discuss their presentation and facilitation plans ○ reviewing all presenters' materials (including ensuring that all videos are captioned) 	
At least 3 days prior to meeting	Order inclusive food options	<ul style="list-style-type: none"> ● Provide gluten-free, dairy-free, vegetarian, vegan, kosher and halal options, as needed. 	
At least 3 days prior to meeting (ideally earlier)	Email communication to participants that includes all meeting materials	<ul style="list-style-type: none"> ● Send a detailed agenda. More detail is better so that individuals can determine whether they need to request accommodations for a particular activity. The agenda should also indicate the amount of walking/physical activity that will be required for activities. It should also include when breaks will occur. 	

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		<ul style="list-style-type: none"> ● Send an electronic version of all slides, documents and other visual materials that will be used during the meeting. Meeting materials should first be reviewed for accessibility by the DRC. ● Share any requests that participants engage in pre-work before the meeting. ● Encourage participants to contact the event access coordinator with any access needs. ● Remind participants not to wear scents. ● Share any information about dress code. 	
Day of meeting	Prepare the room before meeting participants arrive	<ul style="list-style-type: none"> ● Ensure that the presenter’s microphone and roving microphone(s) are working. If possible, it may be helpful to have a microphone at each table. ● Check audio quality for in-person and remote participants. ● Turn on captions for in-person and remote participants to view. ● Ensure that there is seating available near the presenter and projector for lip reading and other audio/visual needs. ● Eliminate obstacles such as tripping hazards and objects in the paths of travel. ● Ensure that there is a well-lit space for an interpreter if needed. ● Consider providing: <ul style="list-style-type: none"> ○ unscented hand sanitizer and masks ○ name tags with preferred names in a large, dark font, and pronoun stickers ○ printed copies of materials (with large font if needed) ○ fidget devices 	
Day of meeting	Deliver announcements	<ul style="list-style-type: none"> ● Describe where key features in the room are located. ● Describe how remote participants can access captions. 	

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		<ul style="list-style-type: none"> ● Share location of accessible and all-gender bathrooms. ● Indicate any physical obstructions (i.e., loose cables) in paths of travel. ● Provide information about the availability and location of masks. Consider encouraging mask-wearing in acknowledgement that marginalized communities are more likely to engage in collective caregiving. ● Invite participants to take breaks for self-care, and identify available quiet spaces. ● Invite participants to move around the room, use fidget devices, or stand as needed during the meeting. ● Ask all participants to use the microphone when speaking. ● Ask all participants to say their name (and pronouns if they would like to) before speaking. ● Ask all participants to collectively contribute to limiting distractions during the event and in the shared space ● Ask remote participants to list their name and pronouns (if they would like to) on their Zoom profile. ● Identify and introduce the event access coordinator who is available to assist with any other access needs. ● Note that a post-meeting survey will be sent out in which participants can provide feedback. ● Deliver land acknowledgement using a reparations-based model that enumerates actions that OED is taking to be in right relationship with the land/nations/peoples. Kelly Collins can assist with drafting this. 	
Day of meeting	Deliver additional announcements for remote participants	<ul style="list-style-type: none"> ● Drop link to agenda into the chat at the beginning of each session. ● Let participants know that turning on the camera is optional and 	

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		<p>they are welcome to step away to take a break.</p> <ul style="list-style-type: none"> ● State how remote participants can provide input (e.g., raise hand feature, signaling with camera on, unmute microphone, chat). 	
Day of meeting	Ensure access to visual and auditory materials	<ul style="list-style-type: none"> ● Ensure that speakers use a microphone and speak clearly. ● Enable the auto-captioning and transcript features. ● When using breakout groups, maximize the distance between groups (e.g. each group is assigned a corner of the room or a side room). ● Limit unnecessary background music or other noise. ● Read aloud comments entered into the chat. ● Remind participants to say their name each time they speak. ● Verbally describe visual materials (e.g., slides, images, charts). ● Invite participants to share any access needs prior to the start of the presentation/at the beginning of the meeting 	
Day of meeting	Ensure inclusive food offerings	<ul style="list-style-type: none"> ● Clearly label all food and identify allergens. ● Label and separate gluten-free, dairy-free, vegetarian, vegan, kosher and halal options. 	