Red Cross | **Climate
Centre**

Creating an inclusive and safe meeting

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Is your meeting safe and inclusive? Here's what ou need to check when planning a meeting.

Checklist

☐ Ensure everyone can participate fully - design the process in a way that it considers people have different learning styles - alternating interactive session with more contents sharing sessions can work well.

☐ Ensure the technology that you choose is accessible to all - keep participants' bandwidth limitations in mind in your design and try to always provide alternative options for participation, eg calling in. Consider if your sessions require a license or can be open license.

☐ Encourage diversity of thought and speaking up - Don't always pick the quickest response. Instead of picking the first person to say "I have an answer," look for opportunities to support less-heard voices.

☐ Provide an opportunity for people to opt in / out — ensure your language is invitational, eg. rather than saying now everyone must stand up, you can say: I invite everyone to stand up.

☐ Set people up for success — don't ask questions that can inflict shame, e.g. rather than asking who doesn't understand this, ask what haven't I explained clearly?

☐ Offer technical support — consider a tech tutorial at the start of a meeting, and spend enough time explaining during your meeting how people can make use of the tech options, when working with varied experience. Check in with participants.

☐ Be mindful of time zones when planning a meeting — don't just offer sessions that work for some but are awkward for others.

Climate relevance
Climate-related meetings are often attended by people from all over the world with different backgrounds. It's important to make sure everyone is involved and safe during your meeting.

virtually amazing
Enabling virtual engagement for facilitating complex dialogues to tackle Climate Change