

Meeting Guidelines

Version 1

Please help us create an environment where everyone can participate equally and comfortably by following these guidelines.

- Turn your cell phone to the vibrate position.
- Use the microphone when available.
- State your name at the beginning of speaking in front of the group.
- Pace yourself when you speak to the group to allow time for the interpreting process, which can lag a few seconds behind the spoken discussion.
- Use people first language (say “people with disabilities” and not “disabled people” and avoid expressions that draw from violent references (i.e., “it strikes me,” “take a stab at it,” etc.).
- Explain any acronyms or jargon you may use.
- Push your chair into the table when you leave.
- Ask permission before you take someone’s picture.
- Remember and be respectful of the fact that we are coming from different fields, with different histories and languages.
- Create a safe place for people to learn; if there is a conflict, use it as a learning opportunity.