



## **Meeting Etiquette & Management with Nikki Brueggeman, Sneh Chachra '23 and Antonia Keithahn**

### **There is no one way to run a meeting...**

This was the opening message for this week's Craft Your Future workshop on Meeting Etiquette & Management. The workshop, moderated by Nikki Brueggeman from the SEC, began with Sneh Chachra '23, ASWC President and Antonia Keithahn, Asst. Director for Disability Support Services sharing brief presentations about structuring meetings that are accessible and inclusive. Here is what we learned.

### **Inclusive meeting structures**

Sneh addressed the importance of sending timely agendas to allow others to contribute to the content of the meeting. This also requires flexibility and clarity about expectations – what to accomplish during the meeting, what attendees can plan to take away from the meeting and how they should prepare.

In addressing meeting facilitation, Sneh recommended an intentional approach to language used in order to create brave spaces where others feel welcome to contribute. Be thoughtful about how you make space for others to share diverse perspectives and experiences in order to foster a more robust and productive outcome.

In being respectful of others' time, it is crucial to know when to move the meeting along. Sneh recommended summarizing the discussion to end with a direction and allow others the opportunity to weigh in on that direction. Clearly communicate next steps, goals and expectations and allow time for everyone to be heard before closing your meeting.

### **Ensuring meeting access**

Antonia opened her presentation with the importance of Universal Design to ensure that meetings are accessible to all possible participants. This requires using a variety of formats for sharing information and honoring any accommodations necessary to allow all to contribute. If you're hosting an in-person meeting, think about accessible spaces, using audio equipment and lighting to meet everyone's needs and have the space assessed by others to ensure that you are not overlooking anything.

As so many of our in-person meetings have moved into online formats Antonia recommended using the captioning features on platforms like Google Meet and Zoom during your meetings and

allowing participants to use the video and audio settings that meet their needs and comfort levels. She suggested normalizing inclusive behaviors like cameras off, creating opportunities for non-verbal feedback and building frequent breaks into your agenda – all of which will meet participants' needs without “outing” any access issues.

And again, the use of timely agendas and post-meeting notes are important tools for effective and inclusive meetings. If you'd like to view the materials shared by Sneh and Antonia, please email [ccec\\_info@whitman.edu](mailto:ccec_info@whitman.edu) for access.