

# Tips to Make Your Virtual Meeting an Inclusive Space

## Before the Meeting

- *Inclusion-check email:* Send an email to girls and any adults that might be attending the meeting asking them to share any needs that have not been addressed. We know that you might not be able to honor their request, but you are at least honoring their voice and letting them know that *you hear their needs*.
- *Permission to photograph and record:* If you are planning on recording your meeting, make sure you let everyone know ahead of time. Virtual meetings many times let people into our private home space that we normally would not. If a girl or adult does not feel comfortable with the recording, then you can give them the option to stay muted the entire time or consider if you really need to record the meeting.
- *Test on multiple screens:* Planning to share some slides or a video? Do a test run and view it on your computer, tablet, and smart phone. Girls are typically accessing virtual meetings and programming from a smart phone- it is amazing how tiny the font gets when it is on this device!

## Starting the Meeting

- *Ask for personal pronouns:* When adults are signing on, they can change their name. Ask them to type what they prefer to be called as well as the personal pronouns they would like to be called. Not sure why pronouns matter? Check out this [great resource](#).
- *Technology overview:* After you introduce yourself, give a brief overview of the system you are using. Explain how to use the chat, raise their hand, mute and unmute both audio and video. Never assume that someone knows how to use the technology.
- *Use an image description to describe yourself:* To support the inclusion of blind or low vision participants, speakers can give an [image description](#) as part of their introduction.

## During the Meeting

- *Share video of the speaker talking:* To support hearing impaired individuals, show the video of the speaker so they could read lips. This also provides more interpretation of the emotions and expressions of the speaker.
- *Create a safe space:* When using smaller group rooms, such as breakout rooms, make sure girls know they can request for help from the adult at any time. Briefly review this feature before you put them in their smaller group rooms.
- *Give them a choice:* Allow girls and adults to decide if they will be sharing their audio and video. As mentioned before, some girls and adults might be in situations where they are not comfortable letting others into their space. Do not make a big deal out of it. Always give the option to share in the chat.