

Tip Sheet

Include

Inclusive Meetings



When You Attend a Meeting

- ✓ If you ask a question be patient and give the person time to respond.
- ✓ If you think what you are saying has not been understood repeat what you have said or say it another way.
- ✓ Speak normally. You do not have to speak slowly or loudly.
- ✓ Do not use slang, jargon and long words.
- ✓ Communicate 1 idea at a time.
- ✓ Do not use acronyms.
- ✓ Avoid using confusing language that can be misunderstood such as sarcasm jokes, metaphors or expressions that do not have the same literal meaning such as 'hold your horses'.
- ✓ Consider whether a person needs time and someone to go through the agenda with them before the meeting and the minutes after the meeting.

Tip Sheet

Inclusive Meetings

When You Write the Minutes of the Meeting



St. 
Street 



-  Font - use Arial, Verdana, Tahoma or Helvetica.
-  Use at least size 12 font.
-  Use **bold text** for important words or phrases.
-  Do not use UPPER CASE ONLY.
-  Do not use italics.
-  Do not use underline unless it is for a website address.
-  Do not use slang.
-  Use 1 idea per sentence.
-  Keep sentences short and to the point.
-  When using numbers use 2 not two.
-  Use people's first names and not their initials.
-  Use full words rather than shortened words or acronyms such as street rather st, it is rather than it's, Belonging Matters rather than BM.
-  Consider the options for giving out copies of minutes: email, text or print out?
-  Information may need to be delivered in different forms, find out what works best for your members.

Thanks to

Arts Access Australia. AAA Advice: Disability Language
<https://www.ideas.org.au/uploads/events/148/Arts%20Access%20Australia-%20Terminology.pdf>



Scope Victoria. (2013).
Clear written communications. The easy English style guide.
<http://spectronics-conference-hub.s3.amazonaws.com/Supplier%20Resources%202014/scopecrc/Easy%20English%20style%20guide.pdf>

Green mountain Self-Advocates. (2003). Get on board and make a difference.
<http://www.gmsavt.org/get-on-board-and-make-a-difference/>