

Tip Sheet

Include

Inclusive Meetings



When You Attend a Meeting

- ✓ Speak normally. You do not have to speak slowly or loudly or patronise people e.g. treating an adult like a child.
- ✓ 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.
- ✓ 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.

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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
<http://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/>