

**LEVEL 3: INSTITUTIONAL****INCLUSIVE MEETINGS: FACILITATOR QUICK START GUIDE****BEFORE THE MEETING**

- Purpose and outcomes clearly defined
- Agenda shared in advance
- Pre-reads/context provided (if applicable)
- Access needs invited early
- Decision-making expectations clarified

**AT THE START**

- Community agreements reviewed or co-created
- Passing explicitly named as acceptable
- Psychological safety expectations stated

**DURING THE MEETING**

- Community agreements actively upheld
- Interruptions addressed in the moment
- Participation balanced (no single voice dominates)
- Structured methods used when appropriate (roundtable, pairs, reflection time)
- Contributions that required courage acknowledged directly

**AFTER THE MEETING**

- Notes sent promptly
- Decisions and action items clearly documented
- Async input option provided
- Next steps and ownership clarified

**IF AN AGREEMENT IS MISSED**

- Pause the conversation
- Name what happened without defensiveness
- If applicable, restore the floor to the impacted person
- Apologize sincerely and adjust behavior moving forward
- If the impact is serious, follow the anatomy of a good apology (see guide)

Use this checklist as a guide, not a script. Adapt based on your team, context, and goals.