

# NEUROINCLUSIVE MEETINGS CHECKLIST

**Small shifts. Stronger participation. Better outcomes for everyone.**



## *Before the Meeting*

- ☐ Share the agenda, purpose, and desired outcome in advance.
- ☐ Provide materials and background information ahead of time.
- ☐ Explain what participants should prepare.
- ☐ Avoid unnecessary last-minute changes.
- ☐ Ensure that the space meets the needs of the attendees.



## *During the Meeting*

- ☐ State the purpose and desired outcome at the beginning.
- ☐ Share information verbally and visually when possible.
- ☐ Allow time for processing before expecting responses.
- ☐ Give people multiple ways to contribute.
- ☐ Avoid assuming silence means disengagement.
- ☐ Minimize interruptions and side conversations.
- ☐ Make participation expectations clear and flexible.



## *After the Meeting*

- ☐ Send key decisions and action items in writing.
- ☐ List owners and deadlines clearly.
- ☐ Provide a way to contribute follow-up thoughts.
- ☐ Clarify anything that changed from the original plan.

## *Reflection Question*

Did the way we ran this meeting allow people with different communication, processing, attention, and participation styles to contribute effectively?



## *Remember*

***Neuroinclusion reduces unnecessary barriers, giving everyone a fair opportunity to meet high expectations and contribute at their best.***