





Meeting Culture and Etiquette

These guidelines may be helpful for carrying out a review of current practices. There are many types of meeting and these suggestions will be easier to apply to some more than others.

	For those chairing a meeting	For those scheduling meetings (including self-scheduling)
<p>Make Space in the Day</p> 	<ul style="list-style-type: none"> • Is the meeting required - or is there a better way of achieving the objective/s? • Review membership, purpose, frequency and length of meetings regularly - when within your remit. • Finish your meeting ahead of time – after 25 minutes for a 30-minute meeting and 50 minutes for an hour meeting. • Negotiate breaks - dependent on group needs. 	<ul style="list-style-type: none"> • Block time in calendar for lunch, breaks and work activities other than meetings. • Do not fill every day and every space with meetings. • How short can the meeting be - and still meet its objectives? • Reprioritise or reschedule if possible - rather than squeezing another meeting in the diary. • Consider a meeting free day/half day. • Consider shorter meeting times e.g. 25 or 50 minute meetings to allow time for a short break.
<p>Be Inclusive</p> 	<ul style="list-style-type: none"> • Go through the agenda of the meeting so everyone is clear on what will be discussed. • Introduce yourself and your preferred pro-nouns and encourage others to do the same. • When meeting online, determine the best way to have all voices heard- camera, audio, chat, hands up or a combination. Also, respect that cameras on may be intrusive for some – but necessary for others e.g. for those lip reading. 	<ul style="list-style-type: none"> • Negotiate meeting timings and durations with those involved – be mindful of those working part-time and with caring responsibilities. For example, key meetings could be timetabled on different days as this can help those who work part time hours. • Core meeting hours are generally between 10am-4pm. You should schedule within these hours, wherever possible.
	<ul style="list-style-type: none"> • For more information read: Guide to Running Successful and Inclusive Meetings 	

<p>Set the Right Tone</p> 	<ul style="list-style-type: none"> • Put people at ease - be welcoming. • When holding online meetings, acknowledge that interruptions are routine –reassure that this is OK. • Stress that you have breaks and lunch – to normalise and encourage others to do the same. • Establish etiquette for the use of chat at the start of a meeting (if online). 	
<p>Keep Healthy</p> 	<p>Keep email messaging within the working day – if working outside of this try using the delay function in Outlook. Alternatively, include the following message in your email signature: “I work flexibly so regardless of the time of day I sent this email, please do not feel you have to respond outside of your own working hours”</p> <ul style="list-style-type: none"> • Take regular breaks. • Keep active • Get away from your desk e.g. walking team meetings or meeting in alternative/ informal spaces 	