

Meeting Culture and Etiquette

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

For more information read: [Guide to Running Successful and Inclusive Meetings](#)

For those chairing a meeting

Make space in the day:

- 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 25minutes for a 30-minute meeting and 50 minutes for an hour meeting.
- Negotiate breaks - dependent on group needs.

Be Inclusive:

- 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.

Set the Right Tone

- 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).

Keep Healthy

- Take regular breaks.
- Keep active
- Get away from your desk e.g. walking team meetings or meeting in alternative/ informal spaces

For those scheduling meetings (including self-scheduling)

Make space in the day:

- 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.

Be Inclusive:

- 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 time tabled 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.