Ensuring Geographically-Inclusive Meetings:

Protocol for District Leadership, Facilitators and Participants

**District Leadership**

1. The district should adopt a uniform platform for supporting teleconferencing, closed-ear headsets with mic capability, and invest in sufficient browser, bandwidth, and processing capacity
2. Tech support should be available in real time for meetings
3. Meetings should be recorded and catalogued for easy access for those who cannot participate

**Facilitators**

1. Prepare for full participation
   1. CCC Confer information, agendas, and all relevant documents should be posted within Outlook meeting invitations and disseminated a minimum of 72 hours in advance
   2. Any changes to the above materials (including changes to meeting start times) should be e-mailed to all participants
   3. Insufficient teleconferencing infrastructure or technology is not a valid excuse for failing to provide conferencing support
   4. Establish the best way for distance participants to “raise a hand” or get in the queue for making a comment or asking a question, and make that process explicit at the beginning of the meeting
   5. At the start of the meeting, announce who is physically present in the room and via distance participation
2. Use the most inclusive technology appropriate for the meeting
   1. Webconfer, webex zoom, or some similar video conferencing system is the first method of choice for meetings if shared documents, slides, or web based presentations are used
   2. If technology fails, halt the meeting and reschedule it so that the value of full participation is respected
3. Ensure distance participants can hear—and keep checking
   1. All host participants need to be equidistant from the polycom
   2. Do a vocal test at the beginning of the meeting
   3. If distance participants cannot hear, repeat all questions and comments from local participants before responding to them
4. Ensure that distance participants are always included in discussions and that their input is equally valued
   1. Do not begin the meeting before the call-in time
   2. Inquire at appropriate moments if there are questions or comments from the phone participants, and do so in a way that distance participants are not always last to comment
   3. Call on participants by name, not by location
   4. At any point when there is a queue to speak, verbally note who has raised a hand in the room, and then inquire if anyone attending via distance wishes to be included on the list

**Participants**

1. Remind facilitators to follow the protocol for inclusivity if it is not happening
2. Speak slowly and clearly so that everyone can hear you; use a microphone if available
3. If you are in the Board Room, activate your microphone when you speak and mute it when you aren’t speaking
4. Avoid side conversations and paper shuffling, especially when near a microphone
5. If you are a distance participant, mute your line when not speaking and anticipate questions by selectively unmuting when appropriate
6. If you are a distance participant, when appropriate, let the facilitator know if you join or leave the meeting, if you are having trouble hearing participants, or if you cannot access documents.