

Inclusive Meeting Practices

TL;DR · QUICK SUMMARY

- Meetings can be unintentionally challenging for many neurodivergent employees.
- Small adjustments often improve accessibility for everyone.
- Inclusive meetings support participation, understanding and psychological safety.
- Good meeting practices are usually good people practices.

A Note Before You Read On

This resource offers general guidance and reflects common experience, not professional, legal, medical or financial advice. It is not a substitute for employment law, HR policy, occupational health guidance, or individual professional assessment. Every person's experience of neurodivergence is different, so please adapt anything here to your own situation. The Uniquely Wired Network does not accept liability for decisions, actions or outcomes arising from the use of this material. If you need advice specific to your circumstances, please consult a qualified professional (e.g. HR, legal, medical, or financial advisor).

Why This Matters

Meetings often rely on rapid information processing, verbal communication, social interpretation and multitasking.

For some neurodivergent employees, this can create unnecessary barriers.

Simple adjustments can make meetings more accessible without reducing effectiveness.

What This Might Look Like

- People needing more processing time.
- Difficulty following conversations when multiple people talk at once.

- Anxiety around being called on unexpectedly.
- Missing information shared verbally.
- Mental fatigue from long meetings.

What You Can Do

1. Before the Meeting

- Send an agenda in advance.
- Share any documents beforehand.
- Clarify meeting objectives.
- Highlight areas where decisions are required.

2. During the Meeting

- Keep discussions structured.
- Allow thinking time before responses.
- Encourage multiple methods of participation.
- Avoid interrupting contributors.
- Make space for quieter voices.

3. After the Meeting

- Share actions and decisions in writing.
- Confirm responsibilities.
- Provide opportunities for follow-up questions.
- Allow feedback after the meeting if needed.

Helpful Phrases You Can Borrow

"I'll send the agenda beforehand so everyone has time to prepare."

"Feel free to add thoughts in writing if that's easier."

“Let’s pause for a moment so everyone has time to think before responding.”

Quick Tips

- Share agendas early.
- Avoid unnecessary surprises.
- Allow processing time.
- Provide written summaries.
- Support different communication preferences.
- Keep meetings focused and purposeful.
- Remember that participation doesn’t always look the same.

Want to Know More?

- See our companion guide: Reasonable Adjustments at Work
- See our companion guide: Communication Adaptations
- See our companion guide: Psychological Safety in Teams
- See our companion guide: Building Neurodivergent-Inclusive Cultures
- Speak with us for more tailored, guided support

Before You Go

Inclusive meetings aren’t about lowering expectations.

They’re about ensuring everyone has a fair opportunity to contribute.

When people can participate in ways that work for them, teams often benefit from better ideas, better communication and better outcomes.