VIRTUAL AND INCLUSIVE BY DESIGN: HYBRID MEETINGS BUILT FOR EVERYONE

Companion to The Meeting Reset

Trusted by: DELTA, syngenta, NC State University, U.S. Treasury Inspector General, Biogen, moderna

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Everyone gets heard, wherever they're sitting.

Some challenges only show up once a team goes hybrid or remote. Who actually gets heard. Whether a meeting needs to be a meeting. What counts as contributing.

Meeting equity and neurodivergent inclusion come down to the same question: a fair shot at contributing, whatever the reason someone's harder to hear. A bad connection, a camera off, or a different way of processing a live conversation. Attendees build this with a Camera Norms Conversation, a short, one-time discussion that sets what "on" and "off" mean for the team.

The same logic decides when a meeting shouldn't be synchronous at all: a named owner, a response time, and a length cap, so updates actually get read.

Attendees leave having made one real decision on their own calendar: keep a meeting synchronous, or move it async.

Takeaways

- **Meeting equity and neuro-inclusive practice solve the same underlying problem: a fair shot at contributing.**
- **A Camera Norms Conversation: a brief, one-time discussion that documents what "on" and "off" actually mean for this specific team.**
- **When to skip the meeting entirely: a named owner, a response time, and a length cap that keep async updates from becoming a new inbox to manage.**
- **A practical standard for making sure remote, in-room, and neurodivergent participants all get an equal shot, not three separate rulebooks.**
- **One meeting on the calendar, decided live: keep it synchronous, or move it async.**

Format: Breakout or training.

Pairs well with: *The Meeting Reset for a fuller program. Fully bookable on its own.*