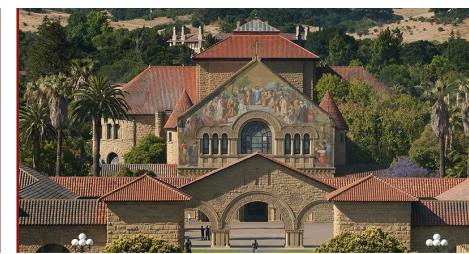# IDEAL IT

Facilitating Inclusive Meetings
IT Unconference Session, December 10 2020
Facilitated by Dani Aivazian

Stanford IDEAL IT Program CIO Council Strategic Initiative
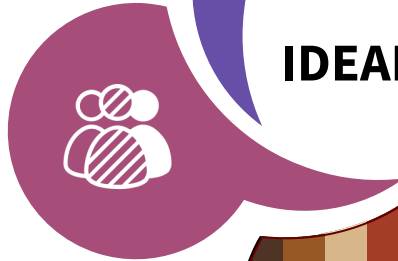

**Neurodiversity
in IT Program**

**Year Up
Internship Program**

**IDEAL IT
Foundations** &
Opportunities

IDEAL IT

Stanford WIT
Women in Technology
Affinity Group

POC - IT

Stanford POC-IT
People of Color
in Technology
Affinity Group

IDEAL IT promotes and advances the Stanford
Presidential IDEAL Initiative [IDEAL stands for Inclusion,
Diversity, Equity, and Access in a Learning Community]

IDEAL IT

Programmatic and strategic planning, coordination, and communication

Neurodiversity in IT Program

Year Up Internship Program

IDEAL IT

IDEAL IT Foundations & Opportunities

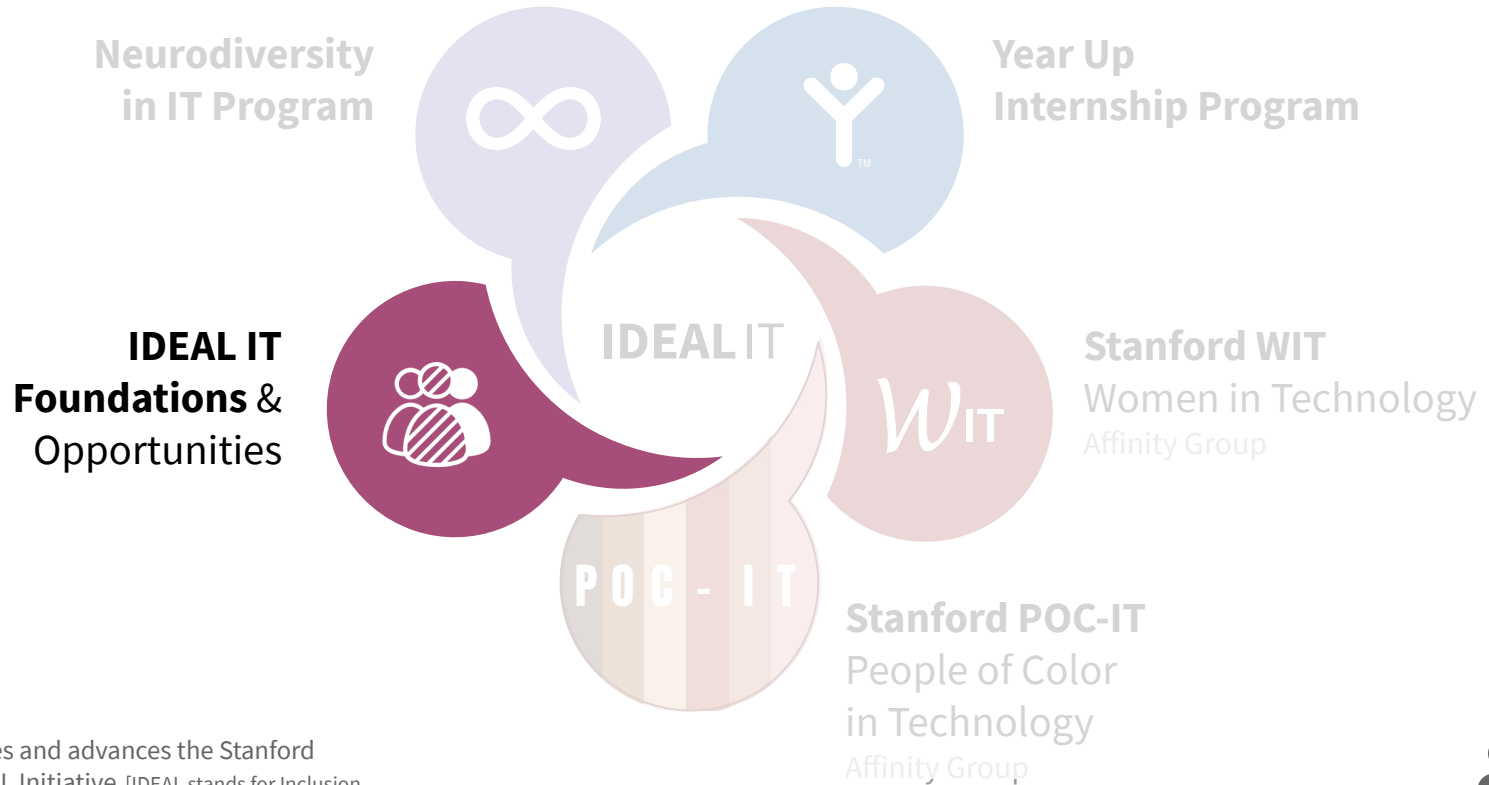**Stanford WIT** Women in Technology Affinity Group

POC - IT

Stanford POC-IT People of Color in Technology Affinity Group

IDEAL IT promotes and advances the Stanford Presidential IDEAL Initiative [IDEAL stands for Inclusion, Diversity, Equity, and Access in a Learning Community]

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How we build momentum and make real change happen

BUILD PIPELINE
Recruiting, retention,
development,
career advancement

BUILD COMMUNITY
Engagement, support,
inclusion, belonging,
connection to mission

**BUILD EQUITY AND
ACCOUNTABILITY**
Goals and measurement,
policies and support

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Diversity is having a seat at the table
Inclusion is having a voice at the table
Progress can happen when we ask: "Is this the right table?"

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EVERYONE IS **WELCOME**

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Inclusive Meeting Practices

Breakout Rooms

In a moment, we will move you into small groups for conversation

15-20 min breakouts

STEP 1: Introductions

Hello!
My name is …

Go around the Zoom: Share your name, where you work in Stanford IT

STEP 2: Use this doc to jot down ideas: https://docs.google.com/document/d/14OMkBXyfdSSG2sE0F8OnNj_DI4poxE4wE9cMoIMc6j8/edit?usp=sharing

Challenges? Questions?	Inclusive Meeting Practices?

STEP 3: Report out key insights + open discussion

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Checklist for Inclusive Meetings

☐ Review your list of attendees: Are you missing people who represent diverse or dissenting points of view?

☐ Send the agenda out ahead of time

☐ Greet each meeting participant warmly, by name, so everyone feels welcome

☐ State ground rules upfront and make sure they explicitly foster inclusion

☐ Mediate and facilitate:
- Keep track of who's talking, and who's not
- Exhibit zero tolerance for interruptions
- Prevent anyone from dominating or derailing the discussion

☐ Remain engaged in the conversation from beginning to end

☐ Follow up after the meeting; thank participants for attending and ask for their feedback

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Learn more about inclusive meetings

- Stanford UIT: "[Zoom Effectively: Discover Ways to Lead Inclusive Meetings and Participate Productively](#)"

- "Running Inclusive Meetings," [The Atlassian Team Playbook](#)

- *Catalyst* [Knowledge Burst](#): "Learn How to Run Inclusive Meetings in 10 Minutes"

- Inclusion Solution: "Let's Get Practical: A [Checklist](#) for Inclusive Meetings and Events"

- *Forbes:* "[How to Lead Inclusive Meetings](#)"

- Microsoft: "[Building the Inclusive Workplace We Imagine, Together](#)"

- NeuroLeadership Institute on *Thrive Global*: "[Three Ways Leaders Can Elevate Quieter Voices](#)"

- *Harvard Business Review:* "[Run Meetings that are Fair to Introverts, Women, and Remote Workers](#)" (plus other HBR articles, including the one cited on the previous page)

- **SHARE OTHERS IN THE ZOOM CHAT?**

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rudy betrayed
@rudy_betrayed

this is gonna be the cover photo in the history chapter about 2020

SENIOR CENTER
WEAR A MASK
WASH YOUR HANDS
SOCIAL DISTANCE
STAY SAFE
COME JOIN US

Lana Del Gay 🏳️‍🌈 👻 ✨
@McClellandShane

Virtual meetings are basically modern seances.

"Elizabeth are you here?"

"Make a sound if you can hear us."

"Is anyone else with you?"

"We can't see you, can you hear us?"

Topshelf Tyson
@topshelftyson

Surely a year of hyper condensed traumatic events won't have permanent lasting effects on all of us, right

PRICE $8.99   THE   DEC. 7, 2020
NEW YORKER

⟲ You Retweeted

Eric Weiskott ✔
@ericweiskott

honestly, what a time to be teaching Foucault. a lecture capture system called "Panopto" (yes, really) records my lecture on quarantine and panopticism in Discipline and Punish. then I email that recording to students in quarantine

7:41 PM · Nov 9, 2020 · Twitter Web App

111 Retweets   4 Quote Tweets   605 Likes

Danny Bate
@DannyBate4

2020 was invented by historians to sell more history

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PRICE $8.99

THE NEW YORKER

NEW YORKER COVER GOES VIRAL FOR BEING RELATABLE: 'I FEEL SEEN'

> " I've learned that people will forget what you said, people will forget what you did, but people will never forget **how you made them feel.** "

Dr Maya Angelou

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Join us!

IDEAL IT reflects our commitment to providing opportunities where individuals with diverse backgrounds can collaborate, grow, and excel across different functions and disciplines
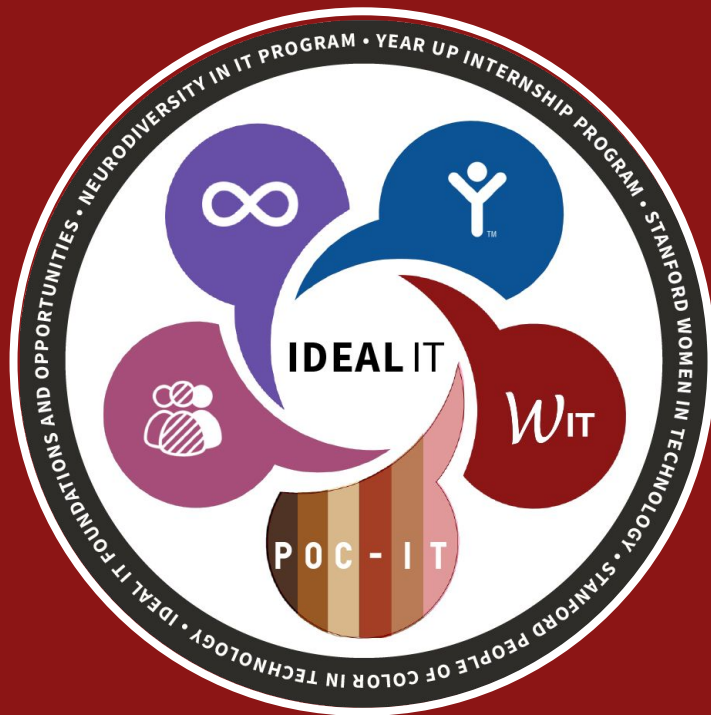
Want to know more?

https://itcommunity.stanford.edu/programs/ideal-it

Dani Aivazian
daivaz@stanford.edu
@Dani Aivazian on Slack

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