



Inspiring Inclusive Communities through Self Advocacy

Good Meeting Guide

Be punctual:

Arrive on time.

Ensure your transport is organised.

Be prepared:

Read the agenda

Prepare if you are doing something.

Speak up:

Everyone is able to have a say. Speak one at a time.

Active listening:

Listen with respect to what others have to say.

Be attentive:

Pay attention to what is happening.

Teamwork:

Work together.

Be kind:

Respect and listen to each other.

Roles:

Know your roles, and ask for help when needed.

Be helpful:

Join in and help each other.



Be involved and have fun