

CREATE INCLUSIVE MEETINGS THROUGH INTENTIONAL LANGUAGE

Practical steps before, during and after the meeting.

Meeting leader checklist

Before

1. Actively decide on the audience and meeting language
2. Communicate the language choice clearly before the meeting
3. Assess whether the materials, agenda and minutes should be in English.
4. Share materials in English before the meeting when relevant.

During

5. Support discussion and contributions in both English and Danish.
6. Lead inclusively and check for shared understanding throughout.

After

7. Summarize decisions, key points or agreements in English when needed.
8. Make clear that participants can submit additional input after the meeting.