

# Timing and Scheduling Considerations

## Audience and Inclusivity

- Who is your intended audience?
  - Is it a public meeting or a closed session for specific partners or stakeholders?
  - Does your invite list reflect diversity in community representation, sectors, or skillsets?
- Is the invitation language tailored to the audience?
  - Are terms like “partner” and “stakeholder” used appropriately?
  - Do invitees understand their roles and expected contributions?
  - Did you engage key partners at the start of the planning process, or are you already partway through your task? Has your status been communicated to invitees?

## Promotion and Preparation

- Have you allowed time for promotion and for participants to clear or reserve their calendars?
- Have you promoted the meeting through appropriate channels, such as email, community discussion forums, social media, in-person announcements, or using public notice calendars as per agency policies?
- Have you engaged key partners prior to the meeting?
  - Are partners given adequate time to review materials or provide input in advance?
  - Have partners been recruited to fill supporting hosting roles, prepared to be called on, identified as a presenter for an agenda topic, or other ask?
- Have you clearly communicated the purpose of the meeting and why participants were invited?
  - Did you share expectations (readiness, attendance) and provide background materials?
  - Have you been transparent about benefits to your agency and how the results of the meeting will be used and shared back to participants?
- Is the meeting duration appropriate for the agenda and objectives?

## Accessibility and Accommodation Requests

- Does the meeting date and time align with its purpose and the needs of the audience?
  - Does it avoid conflicts with major events, holidays, or other commitments?
  - If the meeting is part of a recurring series, have you coordinated timing with larger project milestones or community events?
  - Does it accommodate those with daytime commitments or different time zones?
- Will participants have the information, resources, and authority to accomplish the objective?
- Have you allowed sufficient time for participants to submit accommodation requests?
- Did you clearly communicate a reasonable date for requesting accommodations that require engaging professional services, like an ASL interpreter or live captioner?
- Have you secured the necessary resources or personnel to meet accommodation requests?
- Have you included options for participants to engage asynchronously if needed (e.g., recording, pre and post meeting materials, one-on-one scheduling, etc.)?