**Good Meeting Rules**

***Communication Strategies***

* Distribute written agendas in advance
* Appoint one person as the meeting facilitator
* Allow only one person to speak at a time
* Plan for good visuals when appropriate
* Insist speakers use the PA system microphone when available
* Use an assistive listening system and pass the microphone (or tray a conference microphone)
* Arrange for an interpreter or CART reporting before the meeting

***Environmental Strategies***

* If the speaker is in front of the room, plan to arrive early for more favorable seating
* Sit at round tables or move tables into a square whenever possible. This gives you the ability to see everyone’s face
* When sitting in a U-shape, sit close to the primary speaker. You will be able to see others around the tables
* Sit facing away from any windows in the room or close the blinds. It is difficult to see someone who is speaking in front of a window
* If you can’t hear everyone, ask to switch seats for better listening
* If air-conditioning or blowers are loud, arrange to meet in a different area for future meetings.

***Technology solutions***

* Seek advice from hearing healthcare (ENT, audiologist, etc) provider if you don’t have hearing aids
* Use an assistive listening system. Assistive listening systems are designed specifically to improve the speech signal and reduce background noise by placing the microphone close to the desired sound resource. These systems can be used with or without hearing aids.
* Use computer assisted note-taking or Computer Assisted Real-Time Captioning (CART) or an interpreter. These services are available remotely.