



### **YUFE Ways of Working: Making Meetings Work for All**

Once you have decided a meeting/event is appropriate/necessary, ensure you:

- Consult the [YUFE calendar](#) for national holidays and avoid these dates
- Avoid scheduling a meeting/event outside YUFE 'core working hours': 09:00 – 17:00 (unless doing so is better for all attendees)
- Take into account different time zones: the UK is one hour behind CET; Cyprus and Finland are one hour ahead of CET
- Give attendees as much notice as possible
- Break up the agenda with different speakers and activities to keep people engaged: [the percentage of people paying attention](#) is estimated to decrease from 91% after 15 minutes to 64% after 45 minutes
- Schedule breaks in meetings/events that are due to last more than one hour
- Carefully consider how long the meeting/event needs to be: Remember [Parkinson's Law](#) "Work expands to fill the time available for its completion"

Top Tips for online meetings/events:

- Activate the live transcript function (Zoom) at the start
- Consider pairing attendees in break-out rooms during breaks to facilitate informal networking/conversation
- Keep discussions to the point and focused

Finally, consult the [YUFE D&I checklist](#) for more on inclusive meetings.