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Using AI in Meetings: How to Stay Ethical, Compliant, and Human






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Using AI in meetings: how to stay compliant, ethical and human?




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I can help you to facilitate:

- Hybrid and online workshops
- Master mind groups

I can help you to:

- Facilitate workshops & conferences
- Train your teams to facilitate efficient meetings
- Coach managers to improve meetings
- Graphically record your meeting



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What's in it for you?

Simple & ready dos and don'ts that help you use AI in meetings without losing trust, control or credibility with your team.

We will mix presentations with chat interactions

Steps we will take:

- What is compliance and ethics using AI in meetings?
- Specifics using AI in online and offline meetings
- Compliance - Guidelines & tips
- Ethics - Tips & checklists
- Time for questions

We WILL NOT :
Give training in AI
Give legal advice



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Rules

- We will use AI only to transcribe and to summaries only for our own usage. If it is not OK for you - you can switch off camera and microphone. We will not record the session.
- We would love you to turn your camera on if the previous point is within your comfort zone.
- If you're using AI assistance, please disclose it.
- English is not our native language – help each other
- Please write in chat if you have
 - any additional rules
 - comments or questions during the presentation



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Examples of using AI in meetings

Online

Offline

Before

- Create an agenda based on purpose, objectives, participants and time
- Add how to activate participants
- Create an invitation
- Adapt the agenda

- Create an agenda based on purpose, objectives, participants and time
- Add how activate participants physically.
- Create an invitation and adapt
- Adapt the agenda

During

- Use real time subtitles
- Summarize key points, decisions, actions

- Make photos of flip charts/whiteboards
- Making audio recordings

After

- Create an AI generated summary

- Transcribe photos to text
- Transcribe audiorecordings



SLUTA
 Alla slutar skylla på XXI
 Sluta lägga näsan i blöt, respektera roller
 Sluta att fokusera på fel och bidra till en mer positiv arbetsmiljö
 Sluta med för mycket möten
 Intern konkurrens
 Underfinansierade projekt. Säg NEJ
 Istället



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Compliance



Ethics when Using AI in Meetings

COMPLIANCE

- ✓ Follow the Rules
- 📄 Company Policy
- 🔒 Avoid Data Leaks

Are we compliant?

We must follow the regulations!

Is it safe?

Could we get in trouble?

ETHICS

- ⚖️ Is it Fair & Honest?
- 🔒 Respect Privacy
- 👁️ Human Oversight

Is this the right thing to do?

Will this be good for people?



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Compliance

External rules, laws, regulations, internal policies.

Binary logic: *compliant /non-compliant*.

“Can we do this?”

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<p>EU</p> <p>High to Low Risk Big Fines €35M</p> 	<p>USA</p> <p>Agency Guidelines Varied Penalties</p> 	<p>China</p> <p>Content Rules Safety Controls</p> 	<p>UK</p> <p>Context-Based Rules 5 Key Principles</p> 
<p>Canada</p> <p>High-impact Focus Fines up to C\$25M</p> 	<p>Brazil</p> <p>Draft Law Proposals Fines up to R\$50M</p> 	<p>Singapore</p> <p>Principle-Based Voluntary Frameworks</p> 	<p>Japan</p> <p>Guidance & Promotion Soft Law Approach</p> 

Compliance Tips:

- ✓ Stay Informed
- ✓ Follow Guidelines
- ✓ Document Practices



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Examples of what is illegal in meetings according to EU AI Act?

- Hidden manipulation of people
- Exploiting vulnerable individuals
- Social scoring of participants
- Emotion recognition in workplace meetings
- Certain biometric surveillance
- Undisclosed deepfakes or synthetic media

[EU AI Act article 5](#)



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Violations can lead to fines up to €35 million or 7% of global revenue

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Meeting participant scoring

Example of what could be scored?

- Speaking time percentage
- Engagement level
- Sentiment analysis

Why problematic?

- The metrics can be misleading
- It becomes an employee evaluation
- It can turn into “social scoring”



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EU Parliament blocks AI tools over cyber, privacy fears – POLITICO February 15 2026

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EU Parliament blocks AI tools over cyber, privacy fears

“The chamber emailed its members on Monday to say it had disabled "built-in artificial intelligence features" on corporate tablets after its IT department assessed it couldn't guarantee the security of the tools' data”

*“The latest move to switch off AI tools concerns built-in features like **writing and summarizing assistants, enhanced virtual assistants and webpage summaries** in both tablets and phones, an EU official said, granted anonymity to disclose details of the security policy.”*

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EU AI Act

Main things that are allowed when using AI in meetings

- Transcription
- Summaries & task extractions
- Translation in meetings
- Scheduling
- Presentation slides

...if participants know and agree to that AI is being used and how!

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5 Tips Cross-regime for meetings

(Note: you still must check details)

- Be transparent
- Treat AI output as draft
- Always let humans make decisions
- Minimize data
- Auditability



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Ethics

Internal judgment

Values, intent, impact on humans. Contextual,
often uncomfortable, rarely binary.

“Should we do this, even if we can?”

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Example of AI in meetings that could be unethical

- Recording when participants feel “pushed” to agree.
- IA transcribes client meeting and the care provider puts minimum effort into checking.
- Participants are not given time to think before making decisions on AI created options.
- AI rewrites participants’ contributions for “Professional Tone”.
- No-one checks the meeting summary before shared. Later, the summary is referenced as the agreed plan.



Ethical AI in meetings is about **trust, autonomy and fairness**

Can you see other examples?



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Short checklist for AI in meeting

BEFORE THE MEETING

- Is there a clear purpose for using AI and is it necessary for this meeting?
- Will the meeting involve personal or sensitive data?
- Inform in the invitation that AI will be used

DURING THE MEETING

- Inform participants that AI will be used & explain how
- Give participants the option to opt out or leave the meeting
- Ensure AI output is not treated as decisions
- If possible - do AI summary together during the meeting and let participants react

AFTER THE MEETING

- Review the AI-generated summary and correct any errors before sharing



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AI ground rules - example

*“This meeting [is/is not] being recorded or transcribed with AI.
If anyone is using AI assistance during the meeting,
please disclose it so we keep things transparent and fair.*

Anything AI produces is a draft until a human reviews it.
*If something in the AI summary looks incorrect, it will be corrected
[together/by me after the meeting] before sharing.
Our goal is to protect trust, fairness, and accountability.”*



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What we have talked about today

- What is compliance and ethics using AI in meetings?
- Compliance do's & don'ts
- Ethics do's & don'ts

Questions?
Comments?



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