

## Making Meetings Accessible & Inclusive

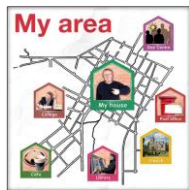
### Planning the meeting



You need to think about whether holding a meeting is necessary. There may be other ways of communicating or asking people questions.



Make sure that the venue is accessible and easy to get to for people that may use public transport.



Provide easy read information about the location of the venue and how to get there.



Decide who should come to the meeting and why they should be at the meeting.



Some people may not like to come to a meeting but may like to give their feedback in other ways such as by email, questionnaire or phone call.

### Planning the agenda



The meeting should be chaired or co-chaired by a person with a learning disability or autism.



There should be a pre-meet before the main meeting to plan the agenda and make sure there is enough time for guest speakers.



The agenda should be in easy read.



Speakers need to be reminded that presentations should be accessible and that abbreviations and jargon should not be used.



Presentations should be sent to the Chairs one week before the meeting so that people can go through the information.

## Running the Meeting



The meeting should start with introductions so that everyone knows who people are.



We should have a list of Do's and Don'ts within the meeting. This would include not using jargon or abbreviations.



Meetings should be interesting and not boring. There are different ways of involving people such as small group work or activities.



People should ask if they don't understand something that is said and this should be explained.



Make sure that everyone has an opportunity to give feedback.



People with a learning disability or autism may like a support worker to help them take part in the meeting. Supporters should support the person and not voice their own opinions.



At the end of the meeting there should be a list of actions and who is doing what. These should be written on a flip-chart.

### After the Meeting



After the meeting find out what people thought about the meeting using a questionnaire – what worked, what could be better?