**Speaker Guidance on accessibility for people with intellectual disabilities**

**Welcome**

* The chairperson or moderator should set the tone by being friendly.
* It is important for the chairperson and moderator to set an example. You can role model how speakers and other people taking part in the Civil Society Forum can make changes that will help people with intellectual disabilities to be included.
* Share information about the room and the venue
* Explain the accessibility support that is available. For example sign interpretation and captioning.
* Explain how to use the interpretation devices.

**Introduce the Agenda**

* The chairperson or moderator should explain the main goals for the meeting, the agenda, the speakers and the timings, including breaks.
* Make sure people feel comfortable with taking breaks when they need to
* Keeping to the agenda is important as people may have prepared comments and questions in advance. Last-minute changes can be confusing.
* Explain how discussions and questions will work. For example, have questions been sent in advance? Can people ask questions? Is there a time for questions and comments as part of the agenda?
* It is helpful for the chairperson or moderator to sum up key points and actions before moving on to the next agenda item.

**Accessible language**

* The chairperson or moderator should explain that everyone must speak clearly and slowly and use easy-to-understand, everyday language with no jargon.
* Jargon is language that we do not use in everyday conversations. For example, long words, or technical and legal language. Jargon is not accessible and excludes many people.
* Acronyms and initials are not easy. Instead of saying IDA say International Disability Alliance for example.
* If technical or legal language has to be used make sure it is explained well.
* Everyone should be using accessible language. Moderators or chairpeople should remind people if needed.
* Interpreters should also understand about using easy-to-understand language, so they do not translate easy words into more difficult words.

**Timings**

* Everyone needs breaks in long meetings. Some people may need medication, food or support at certain times, so when meetings run over into breaks it can be stressful.
* We also need breaks in between sessions so that we can process and understand what we have heard
* Speakers should be respectful of timings. Stick to your time and do not run into breaks.
* Moderators or chairpersons should help speakers and make sure breaks happen when expected.

**Discussions, Questions and Comments**

* The chairperson or moderator should encourage everyone to have their say.
* Everyone needs to be given the opportunity to take part, sometimes this takes longer than expected.
* Some people may take over the conversation, and others may need to be asked directly to feel comfortable to speak out. It is the chairperson or moderator’s role to manage this.
* Check who looks like they have notes prepared in advance to share
* Check who has not had a chance to speak.
* During discussions, moderators should try to sum up each comment or question that is raised so that everyone can follow what is being said.

**Speakers and Presentations**

* An accessible presentation helps everyone to understand
* The language you use should be easy to understand, clear and to the point
* Always introduce yourself
* Check your body language to appear friendly
* Explain what you are going to talk about
* Use easy-to-understand handouts or slides
* Slides or handouts should have the same information as what you are saying. Having lots of different information at once is confusing
* Slides should be colourful and not have too many words
* Pictures and videos will help to explain your topic
* Give clear and up-to-date information
* Use positive stories and examples
* Check if the audience is happy and are understanding what you are saying
* Do not rush! It is hard to follow presentations when they are going too fast
* Stick to your time
* Be friendly and encourage questions and discussion, if there is not time during your presentation share your email or tell us where you will be to talk to you.
* Try to have a self-advocate check the accessibility of your presentation
* Ask for feedback, this will help you with your presentation next time!

**Support people**

* Support people may help people with intellectual disabilities attend and follow a meeting
* Support people may need time to explain ideas or translate information so keep an eye on whether this happening and leave time for this

**Wrapping Up**

* Remind people about the key ideas or actions from the meeting in a short and easy way.
* Share information about how to contact speakers and get presentations
* Always give people an option for sharing ideas or comments at a later point in case someone has not had a chance to speak or thinks of something to add after the meeting. Provide a contact and deadline for this.
* Explain the next steps and how meeting recordings, notes and actions will be shared and organised.
* Ask for feedback on how well the meeting went, and what could be improved and share how people can feedback, for example, an email address.
* Give suggestions about how to share the messages of the meeting with others
* Let people know that you have been role modelling Listen Include Respect guidelines on inclusive meetings and tell them where they can get more information - <https://www.listenincluderespect.com/>