

GUIDE TO CREATING A NEURO-INCLUSIVE EVENT

An organization's events are one of the most visible demonstrations of its *values*. Whether you're organizing a team activity, offsite, event, or conference: assimilate *neuro-inclusive* practices throughout your event.

1. CONDUCT A NEEDS ASSESSMENT

- a. Identify the diverse range of Neurodivergent participants.
- b. Determine the necessary accommodations and support to ensure equal participation.

2. MAKE SURE THE VENUE IS ACCESSIBLE

- a. Ensure that the venue is physically accessible with ramps, elevators, and gender neutral restrooms.
- b. Ensure that lighting, sound, and temperature are adjustable to meet sensory needs.

3. PROVIDE ACCESSIBLE EVENT INFORMATION

- a. Provide event information and maps in accessible formats such as large print in flyers or use Dyslexia friendly fonts on websites.
- b. Provide sign language interpretation or closed captioning.

4. FOSTER A NEURO-INCLUSIVE ENVIRONMENT

- a. Train staff and volunteers on being neuro-inclusive. Take a few minutes during opening ceremonies to cover best practices for situations that may be encountered.

5. PLAN FOR BREAKS AND QUIET SPACES

- a. Plan regular breaks between sessions to allow participants to rest and recharge.
- b. Provide quiet spaces for individuals who may need a break from sensory overload.

6. OFFER ACCOMMODATIONS FOR SENSORY NEEDS

- a. Provide sensory kits (or specifics) such as earplugs, headphones, or fidget toys for individuals who may need them.

7. EVALUATE AND IMPROVE

- a. Evaluate the success of your neuro-inclusive efforts and gather feedback.

Note: This list is not exhaustive and everything listed above may vary depending on the specific needs of participants. It's important to continually assess and adapt to ensure that events are as neuro-inclusive as possible.

TOGETHER, WE THRIVE!

This document provided through contributions of Cat Contillo and the WiCyS Neurodiversity Affiliate

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