

NEURO-INCLUSIVE EVENT CHECKLIST

A *neuro-inclusive* event is planned to be accessible and safe for the *Neurodivergent* and *disabled* community.

PLANNING THE EVENT:

- ☐ Think about every sensory aspect of the space that you will hold the event.
 - ☐ **Sound level** (sensory friendly sound levels, noise canceling headphones, earbuds)
 - ☐ **Sights/lights** (overlays for lights, dim light, relaxing colorful lights)
 - ☐ **Smells** (limit strange smells in enclosed spaces)
 - ☐ **Touch** (sensory kit with soft things to touch, being aware of the seating, asking to shake someone's hand)
 - ☐ All other sensory aspects (creating a quiet room)
 - ☐ Sensory kit: from KultureCity, sensory access
- ☐ Make sure you have space for a **sensory-friendly quiet** room
- ☐ Create a **buddy system** for those who may need it (anxiety about going by themselves, going to a new place, etc)
- ☐ For **printed/digital material/website** (Have multiple options: with fonts that support - Dyslexia - OpenDyslexic; font background and colors for those with vision impairments, braille options, pictures and more)
 - ☐ Include a **map** showing all locations, rooms, entrances, and exits
 - ☐ Create websites and web content that is compliant with ADA standards and Web Content Accessibility Guidelines (WCAG)
 - ☐ Large Print
 - ☐ Audio
 - ☐ Digital File
 - ☐ Other Languages
 - ☐ Create PDFs with Optical Character Recognition rather than as scanned images
 - ☐ Provide clear start and end times with sufficient time for breaks
- ☐ **Train staff** on being neuro-inclusive, take a few minutes during opening ceremonies to cover best practices for situations that may be encountered
- ☐ Ensure systems are in place to provide **live closed captions**
- ☐ Plan to provide **Sign Language** interpreters
- ☐ Create an agenda, know before you go - for all speaking events, workshops, and classes offered
- ☐ Include **'hybrid' event** options to allow for greater participation from speakers and guests
- ☐ Allow an option for speakers delivering virtually as well as live
- ☐ Ensure event rooms are large and provide enough space for wheelchair access
- ☐ Ensure there is more than enough seating, and areas for those who use mobility aids (crutches, canes, scooters, wheelchairs) or have a service animal
- ☐ Create slides ahead of time and be able to provide them to all attendees before the event
- ☐ Eliminate metal utensils from eating areas
- ☐ Create space for more front row seating

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BEFORE THE EVENT STARTS:

- ☐ Ask people for their pronouns if they are comfortable doing so and provide non-verbal methods to self-identify (e.g., pins or buttons)
- ☐ Provide name badges with options to 'Talk to me', or 'Don't talk to me now'
- ☐ Provide as much information about the event as possible such as pictures or videos from previous events
- ☐ Update start and end times to reflect last minute changes
- ☐ Let people know what's being offered:
 - ☐ support sensory space
 - ☐ quiet eating areas
- ☐ Create an online group so people can interact online and meet up before and during the event
- ☐ Ensure there are **rooms dedicated for networking talks** that eliminate outside conversations and background noises
- ☐ Provide **hearing aid loops** among other assistive technologies
- ☐ Eliminate flashy lights, strobe lights, laser lights etc.
- ☐ Allow silent clapping (silent applause consists of flapping/waving hands in the air)
- ☐ Provide event materials before the event starts

DURING THE EVENT:

- ☐ If there is a breakout session during a time, allow for small groups or solo (or with buddy)
- ☐ Create 30 minute learning sessions for those who have trouble concentrating
 - ☐ Breaks for longer learning sessions
 - ☐ Be more interactive, offer more than just speaking like visual imagery to convey the information
 - ☐ To aid focus and concentration
- ☐ **Sensory-friendly sound level--** for any music or public speakers - anything coming out of speakers
- ☐ After conference hang outs - post information so other people who want to join can go to socialize too
- ☐ Plan so people can watch from another space at the event (Option to watch a speaker from a quiet room on a tv)
- ☐ **Sensory quiet room**
 - ☐ With sensory toys/gadget kits
 - ☐ Relaxing, calming lights (no fluorescent lights)
 - ☐ Noise-Canceling headphones or earbuds
- ☐ Allow standing space in conference rooms and post a sign that states that people are welcome to stand, move around and leave as they see fit
- ☐ Create signage all over the place so no matter where someone is they can find their way to where they need to go
- ☐ Alternative options to ask questions that don't solely involve raising a hand to speak in a microphone
- ☐ **Provide clear signage** in highly visible areas to inform attendees of conference or event changes (e.g., room changes or time changes)
- ☐ Provide KultureCity bags or sensory kits during the event

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AFTER THE EVENT:

- ☐ Provide recordings with closed captions and transcripts
- ☐ Send surveys to collect feedback from event participants and post on social media with longer deadlines
- ☐ Conduct review sessions to examine what went well and what didn't, and also to plan for improvements

ADDITIONAL NEEDS TO HAVE DURING EVENT:

- ☐ **Accessible toilets**
- ☐ **Gender-neutral** single bathroom stalls
- ☐ **Accessible** transportation from the airport to the event
- ☐ **Discounted** companion ticket
- ☐ **Scooters or wheelchair** to rent/borrow for the day
- ☐ Toileting area for **service animals**
- ☐ Allow **anonymous submission** of questions and feedback

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