

# 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** (limiting 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 to make a **sensory-friendly quiet space** 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)
  - Create a **map** of where everything is for anyone to use to get around
  - Building a website 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
- Train staff** on being neuro-inclusive, take a few minutes during opening ceremonies to cover best practices for situations that may be encountered
- Use **live closed captions**
- Book **Sign Language** interpreters
- Create an agenda, know before you go - for all speaking events, workshops, and classes offered
- Allow for a **'hybrid event'** to allow people who want to participate but find getting to the event or being at the event too challenging
- 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

**TOGETHER, WE THRIVE!**

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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)
- Pins available
- 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
- Be clear about start times, break times, and finish times
- 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.
- Only allow silent clapping: (silent applause consists of flapping/waving hands in the air)
- Sunflower lanyard program** for Hidden Disability Awareness

## 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
- Use non-stimulating/sensory overload colors, bright flashy lights
- 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** start and end times for everything

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## AFTER THE EVENT:

- Provide post-event transcripts and recordings with subtitles/captions
- Ask for feedback (even ask during the event) on what went well and what didn't for the next time

## ADDITIONAL NEEDS TO HAVE DURING EVENT:

- Accessible toilets**
- Gender-neutral** single bathroom stalls
- Accessible** event space
- 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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