

## Making Meetings Accessible Checklist

<b>1. Is the meeting space accessible to everyone?</b>	
<b>2. Does everyone know what the meeting will be about prior to arrival?</b>	
<b>3. Have you made sure there are breaks during the meeting?</b>	
<b>4. Has everyone had the opportunity to share their thoughts?</b>	
<b>5. Is the meeting environment free from strong scents, loud noises and harsh lighting?</b>	
<b>6. Is the discussion moving too quickly for everyone to keep up?</b>	
<b>7. Are you ensuring all forms of communication are accepted?</b>	
<b>8. If the meeting is online, have you discussed considerations as a team?</b>	

For more information about each point, refer to [Communication and Teamwork Skills to Support Neurodiversity](#) and the chapter titled 'Making Meetings Accessible'