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# Attendable

# Top 10 Tips for Events That Work for a Neurodiverse Audience

**Listen and plan ahead** – get input from neurodiverse people from the start of the planning process through to the evaluation and contact everyone involved in your event to ask them how you can improve access for them.

**Provide simple and clear instructions** – communicate how to get to the venue or use the virtual platform and consider including maps and pictures of the venue and amenities. Use specific and literal language in all information and presentations.

**Provide information ahead of time so speakers and attendees can prepare** – include when people might be asked to participate or network. Provide audio clips so delegates know what music to expect and share any slides.

**Think about the full range of learning preferences, needs and personalities of attendees** – consider using games to remove usual social pressures.

**Neuroinclusive design** - provide a quiet space away from the main event which delegates can use if they need to take a break. This should be clearly signposted with guidelines for how it should be used.

**Consider the timing and duration of your event** - can you reduce the length of your event to make it more manageable for a neurodiverse audience?

**Build in specific times for breaks** when stimuli are reduced so people can rest in between sessions.

**Allow for verbal and non-verbal communication** – written and spoken formats as well as sign language interpretation provide the widest option for inclusion.

**Offer a virtual or hybrid option with live streamed presentations, or a captioned recording after the event** – this means people can take part in the way they prefer, and no one misses out.

**Explain the changes you have made** to make the event accessible and inclusive for a neurodiverse audience. Ensure there are event staff available to answer questions and provide a contact for anyone who might want to follow up after the session so that every event is a learning opportunity.

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