Accessibility Checklist for Autism Related Meetings

Inviting autistic people to participate in meetings that will potentially affect the lives of autistic people might seem obvious, but still doesn't always happen. Making sure autistics are included is an important first step, but just being there isn't enough. Provide equal access to autistic group members by following these suggestions.

ISAW
innovative supports for autistic workers

Sensory Issues

Possible Barriers	Suggestion for Accessibility	Possible Self-accommodation
Fluorescent lights	- Natural light or lamps - Ask if everyone is okay with lighting	Sunglasses
Noise (scraping chairs, squeaking markers, feedback from sound systems, etc.)	- Use whiteboard instead of paper - Choose locations with carpet - Warn before unplugging electronics - Avoid eating noisy foods	-Headphones
- Smells	- Make meeting scent-free	- Will want to get away from smell
- Touch/proximity	- Consider leaving preferred seating for autistic members (near door, end of row, back row.)	- May need to relocate to floor or stand; may need to walk around room or take frequent breaks.

Cognitive Accessibility

Possible Barriers	Suggestion for Accessibility	Possible Self-accommodation
- Noise (too many people talking at once)	- Establish meeting rules or code of conduct; remind members	
- Jargon and acronyms	- Use plain language where possible. Otherwise define on first use.	- Interrupt to ask as needed
- Wordy documents	- Use plain language where possible. Otherwise define on first use.	

Social/Communication Accessibility

Possible Barriers	Suggestion for Accessibility	Possible Self-accommodation
- Identifying participants	- Name tags or cards	
- Greetings (handshake)	- Ask before offering handshake	
- Chit-chat before and after meeting	- Slow down the conversation	- Come late to meeting and/or leave early
-Conversation moves too fast	- Allow time between comments. See if someone might want to contribute	- Interrupt as needed
- Turn taking (Many autistic people cannot identify when their turn to speak.)	- Have cards to show interest in speaking	- Interrupt as needed
- Participants use only speech to communicate	- Use real time speech to text software (available in PowerPoint)	