



Inclusive communication good practice for chairpersons and presenters

Before the event

1. Provide organisers with an early communication inclusive outline of
 - your presentation or activity
 - what you will ask or expect participants to do.

2. Use communication inclusive writing guidance to prepare PowerPoint Slides, worksheets, and handouts.
For guidance see -
 - [Inclusive Writing Checklist and Guide](#)

3. Use inclusive speaking guidance to plan (or script) your presentation.
For guidance see -
 - [Inclusive Speaking Checklist and Guide](#)

During the event

Enable and encourage participants to use different ways of understanding and expressing themselves.

Inclusive Introductions

1. Do a communication check in. Ask people if they are comfortable and can hear and see you and the presentation.
2. Set communication ground rules. For example,
 - One person to speak at a time
 - Give everyone time to speak
 - Say if you don't understand something
 - Listen and respect views of others
3. Only ask people to introduce themselves to the whole group if necessary.

If you want participants to do this,

- let them know beforehand. Do not spring it on people.
- ask for volunteers to start
- give everyone time to do so

Alternatively, you can -

- say who is represented on the group or
- provide a list to everyone or
- use name badges or desk top name signs or
- let people introduce themselves during smaller group or pair work.

4. Remind participants of
 - the event aims, plan or agenda
 - an outline of what participants will be asked to do.

Inclusive question and answer sessions

Give participants

- time to ask questions. People who communicate in different ways may need more time than others.
- a choice of ways to indicate they want to ask a question. For example, holding up a card, gesture, shouting out or nodding at you.
- a choice of ways to ask questions – using speech, gesture, writing or drawing on post it notes, or showing you what they mean.
- a choice of times to ask questions – during small groups, pair work, at break time or after the event.

Use a range of ways to answer questions - use speech, gesture, drawing, writing, showing people what you mean.

Inclusive interactive activities

1. Explain activities using speech, writing, pictures, showing people.
2. Give participants
 - time to understand and to do the activity. People who communicate in different ways may need more time than others.
 - a choice of ways to communicate during the activity. For example, using speech, writing, drawing, photographs or pictures, showing people what they mean.
3. Give participants
 - time to feedback after the activity.
 - a choice of ways to feedback. For example, using speech, writing, drawing, photographs or pictures, showing people what they mean.

Inclusive Event Evaluation

1. Ask questions, in person, at the end of the event. For example -
 - How easy was it to understand information before the event?
 - How easy was it to understand information at the event?
 - How easy was it to express yourself?
 - Any suggestions for improving communication?
2. Create communication inclusive evaluation forms. Include questions on communication in the general evaluation form.
3. Give the evaluation form out on paper at the event. Use various channels to distribute it after the event. Refer to participants communication needs and preferences. Some may want it sent by email, text or WhatsApp.
4. Offer a choice of ways and channels to feedback. For example, speaking to organisers, filling in a paper or online form, by phone, email, or online form.

Communication Inclusion People help you develop inclusive communication good practice. Contact us any way you prefer.



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