



UNIVERSAL DESIGN FOR COMMUNITY EVENT PARTICIPATION

We all have different things we need in order to make participation feel comfortable and accessible. This is a tool to gather information from those attending a gathering so that they can share what would allow them to comfortably and meaningfully participate.

This tool is for everyone. Offer it to all participants — not only those who have disclosed a diagnosis or requested an accommodation. When it's offered universally, it removes the burden on individuals (or caregivers) to self-identify, and it creates a culture where it's ok to talk about how you need to feel comfortable.

Possible ways to use this document:

ORGANIZERS/LEADERS

1. Offer this to participants ahead of time
2. Offer this to participants upon arrival
3. Create your own document or survey based on some of these ideas
4. Incorporate a few of these ideas into your event

ATTENDEES

Get ideas for what you might ask for before, during, or after an event

INSTRUCTIONS FOR ORGANIZERS

- We recommend completing this yourself to get a sense for your own access needs (anything you need for meaningful participation), and to think about the various aspects of your event that may land differently for different people
- Make sure you are only offering items that are actually available at your event. If you do not have capacity to provide noise-cancelling headphones, for example, remove them from the menu but normalize that it's ok to bring your own. Offer only the things that you have capacity to offer. We recommend enabling at least automatic closed captions for *all* virtual meetings, not waiting for someone to request this.
- We recommend assigning a point person/team to read these through and process them ahead of time.
- Review other resources on page 2:
 - Event description sample – we recommend using a format like this to describe all events
 - Small event preview sample
 - Large event preview sample

Common practices to reconsider (which are not neuroinclusive):

- “Ice breakers”
- Expectation of small talk (or communication in general)
- Expectation of video on (for virtual events)
- Surprise breakouts or pairings / partner activity



NEUROINCLUSIVE EVENT PLANNING - SAMPLE EVENT DESCRIPTION

Name of Event

Location [e.g, indoor, outdoor, indoor/outdoor (specify how much time at each), virtual, hybrid]

What to expect:

- Likely a small group of ABB community members on Zoom. All ages. *[Who is running the meeting?]* Video on or off. Nobody will ask you questions or pressure you to interact. Nobody expects anything of you. It's ok to arrive late, leave early, stay as short or long as you want to.
- Our two presenters will give short presentations on these topics: [Insert]
Optional discussion to follow. Observation is a valid form of participation. Feel free to craft or putter or body-double while you listen.
- You can let us know what would make you most comfortable in participating: [Insert menu]
- If in-person: Infection risk mitigation measures (e.g. masked, mask optional, no mask required)
- If in-person: Access to food/drink +/- what to bring|
- If virtual: Specify whether this will be recorded or not recorded.

NEUROINCLUSIVE EVENT PLANNING - SAMPLE EVENT PREVIEW DOCUMENT

[Sample small event preview](#) - contains information about location, parking, preview photos, what to bring

[Sample large event website](#) - contains information in video and text formats

WAYS TO LEARN MORE:

- Neurodiversity Training
<https://allbrainsbelong.org/education>
- Brain Club® - weekly virtual community education program, tickets by donation
<https://allbrainsbelong.org/brain-club>
- Brain Club® Digital Resource Library
<https://allbrainsbelong.org/digital-resources>
- A Failure of Imagination: How the Healthcare System Fails Neurodivergent People – And What We're Doing Instead by Dr. Mel Houser
<https://allbrainsbelong.org/book>
- One Idea Per Line: A Guide to Making Easy Read Resources (Autistic Self Advocacy Network):
<https://autisticadvocacy.org/resources/accessibility/easyread/>
- Basic Principles for Creating Accessible Information (Green Mountain Self Advocates)
<https://gmsavt.org/resources/basic-principles-for-creating-accessible-information>
- What is Color Contrast? (Colorado State University):
<https://www.chhs.colostate.edu/accessibility/best-practices-how-tos/color-contrast/>



UNIVERSAL DESIGN FOR COMMUNITY EVENT PARTICIPATION MENU

We all have different things we need in order to make participation feel comfortable and accessible. This is a tool to gather information from those attending a gathering so that they can share what would allow them to comfortably and meaningfully participate. Please select any of the following that are important to you, in addition to anything else that would be helpful.

Participant name: _____

Part 1: In-person events or meetups

BEFORE in-person events, which of the following would be helpful? *Check all that apply.*

- ☐ See a photo of the space
- ☐ Preview what parking will be like (photo & description; how far away)
- ☐ See a video of the space
- ☐ Be able to arrive before other people (or on a different day) to preview the space
- ☐ A dedicated point person to meet upon arrival or contact with questions ahead of time
- ☐ Preview or an agenda of what will happen during the event
- ☐ Description of the options for how I can participate
- ☐ Know at least some of the people who will be there
- ☐ See a photo of the bathroom specifically, and to understand where it is.
- ☐ Reminders the day before the event
- ☐ Reminder that it's okay to cancel last-minute
- ☐ Reassurance that I can arrive late and leave early
- ☐ Reassurance that I don't need to communicate during the event
- ☐ Information about seating (e.g., mobility accessible, comfortable for folks with larger bodies)
- ☐ Information about mobility accessibility of the event and parking, access to plugs for oxygen, etc
- ☐ Information about temperature and lighting — AC, heat, sun/shade
- ☐ Information regarding regulation tools available (or alternative activity options)
- ☐ Information about whether it's okay to bring your own activity (or regulation materials)
- ☐ Information about whether this is a masks-optional vs masks-required event
- ☐ A way to let the group know that I may need transportation support / carpooling
- ☐ Information about approximately how many other people will attend
- ☐ Information about sounds, lights, and smells

Anything else that would help you feel comfortable before an in-person meetup?



In-person events or meetups (continued...)

DURING in-person events, which of the following would be helpful? *Check all that apply.*

- ☐ Unstructured conversation time
- ☐ Structured or facilitated conversations (with prompts provided ahead of time)
- ☐ Doing my own thing without conversation (parallel play)
- ☐ Reassurance that there are multiple right ways to participate
- ☐ Reassurance that I can arrive and leave at any time
- ☐ Ear-plugs or headphones
- ☐ If I am sitting or standing by myself, I want someone to check in with me about my needs
- ☐ When I am sitting or standing by myself, I do not want someone to check in with me
- ☐ Fidgets or art material
- ☐ Nametags
- ☐ Stickers to indicate whether you're looking for conversation vs. doing your own thing
- ☐ Reassurance that you can change your sticker any time if you change your mind
- ☐ Being invited in to have a conversational turn (facilitated conversation)
- ☐ Scripts or prompts to support conversation
- ☐ A quiet place to take a break

Anything else that would help you feel comfortable during an in-person meetup?

AFTER in-person events, which do you prefer?

- ☐ Receiving some type of follow-up outreach from the host.
- ☐ No follow-up. I will reach back out when I am ready.



Part 2: Virtual events or meetups

BEFORE virtual events, which of the following would be helpful? (Check all that apply.)

- ☐ Preview or an agenda of what will happen during the event
- ☐ Description of the options for ways to participate (what activities are available)
- ☐ Information about approximately how many people may attend
- ☐ Know at least some of the people who will be there
- ☐ Reassurance that I don't need to communicate during the event
- ☐ Reassurance that I can arrive late and leave early
- ☐ Reassurance that it's ok if I cancel last minute
- ☐ Reminder the day before the event
- ☐ Reassurance that you can join from any location and be doing something else while you are participating
- ☐ Opportunity to submit questions ahead of time
- ☐ Information ahead of time about presence or exclusion of AI notetakers

Anything else that would help you feel comfortable **before** a virtual event?

DURING virtual events, which of the following would be helpful? (Check all that apply.)

- ☐ Parallel play where everyone is doing their own thing (not directly communicating)
- ☐ Conversation using mouth words
- ☐ Conversation where I can type synchronously (example: a Zoom chat)
- ☐ Conversation where I can type asynchronously (example: texting, Discord, Signal)
- ☐ Some kind of planned, structured activity
- ☐ Unstructured time (show up and go with the flow)
- ☐ Send ahead of time a video recording, audio recording, a text quote for the organizer to play or read (instead of communicating in real time)
- ☐ Facilitator assists with making or continuing connections with other participants
- ☐ Explain how to participate — raise hands button vs. raise your actual hand; questions in the chat vs Q&A
- ☐ Reassurance that you can use private chat to ask questions anonymously
- ☐ Information about whether or not there are breakout rooms (and whether you can opt out)
- ☐ Guidance on the step-by-step of joining a breakout room

Anything else that would help you feel comfortable during a virtual event?

AFTER virtual events, which do you prefer?

- ☐ Receiving some type of follow-up outreach from the host.
- ☐ No follow-up. I will reach back out when I am ready.