



Easy Read Edition

Inclusive Meetings: **The Autistic Self Advocacy** **Network's Community Living** **Summit**

Part 2: Before the Meeting

2. Before the meeting

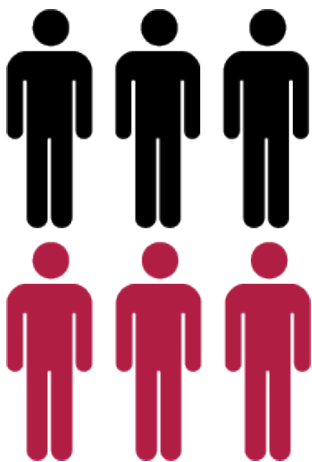
Invite autistic people



Invite autistic people to your meeting!



You *need* to invite us if your meeting is about autism.



At least half the people at your meeting should be autistic.

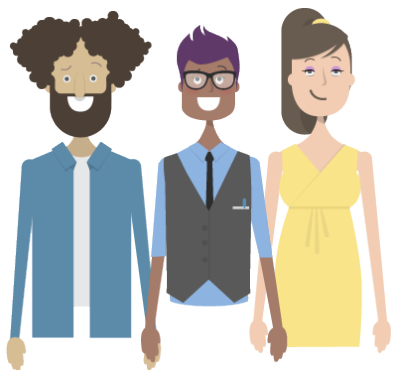


Invite all kinds of autistic people.

Invite autistic people with all different:



- races.



- genders.



- amounts of money.



Invite autistic people who need different kinds of help.



This makes sure all kinds of autistic people can share our ideas.

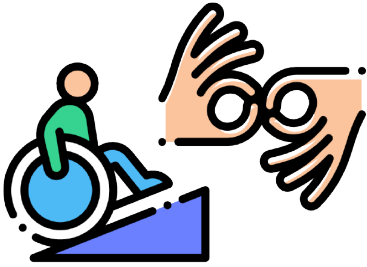


This makes the meeting better.



Nothing about us, without us!

Set up accommodations



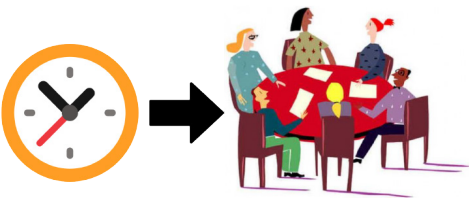
The next step is setting up **accommodations** for people at the meeting.



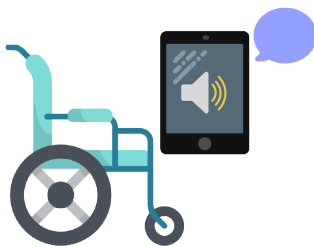
Accommodations are help people might need for their disability.



Accommodations let everyone take part in ways that work for them.



You set up accommodations before the meeting so people can come.



Autistic people may need many different kinds of accommodations.

Some kinds of accommodations are:



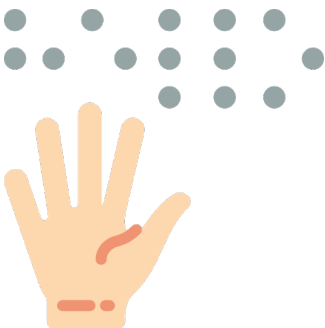
- ASL interpreters (people who talk in American Sign Language)



- CART (speech-to-text while people in the meeting talk)



- Having a note-taker



- Braille or large print for writing

These are just some examples. There are lots of kinds of accommodations!



You need to ask people about their accommodations before the meeting.



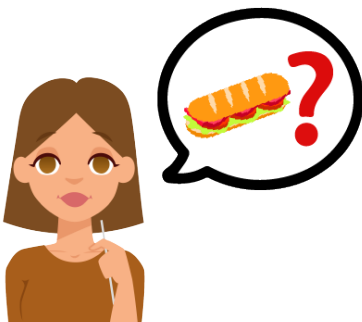
This is because it can take time to set up accommodations.



Asking people a week or two before is a good idea.



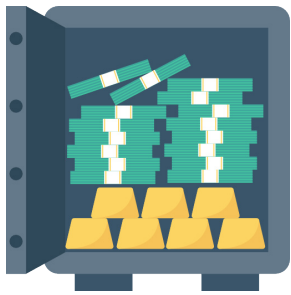
For bigger meetings, asking a month or two before is better.



Ask people about what foods they eat if you will have food at the meeting.



Some accommodations cost money.



You should set aside money for accommodations when you plan your meeting.



Some disability groups or colleges can help with accommodations.

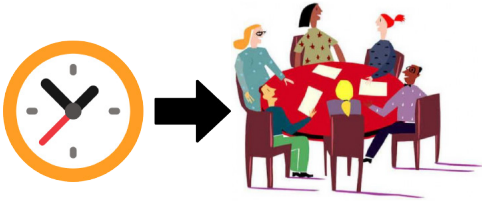


These groups can give you things like CART or ASL for free.



Try looking up groups near you that could help.

The basics



There are some basic things you should do before your meeting.



Do these things even if no one asks for them.



If you do these things, more people can come to your meeting.



Make sure wheelchair users can get to your meeting.



Check your meeting building and room.



Make sure that anyone using a wheelchair can get in.



Make sure the meeting room is in a quiet place.



Make sure the meeting room lights are not too bright.



This helps autistic people who are hurt by loud noise or bright light.



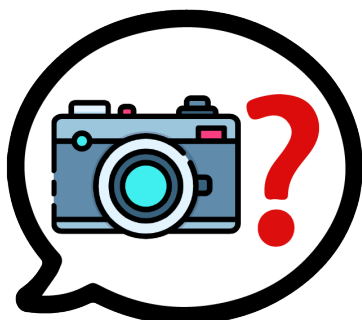
Do not have flashing lights at your meeting.



Flashing lights can really hurt people who have seizures.



If people might take pictures, tell them not to use flash.



Also tell them to ask before they take pictures of people.



Ask people not to use anything with a strong smell.



Things like cologne or perfume can make a whole room smell.



Autistic people can be hurt by strong smells.



Make a name tag for each person at the meeting.



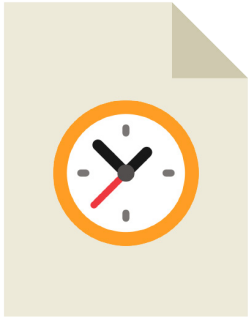
This helps autistic people who can't remember faces or names.



You can also make [color communication badges](#).



These help people choose how much they want to talk to others.



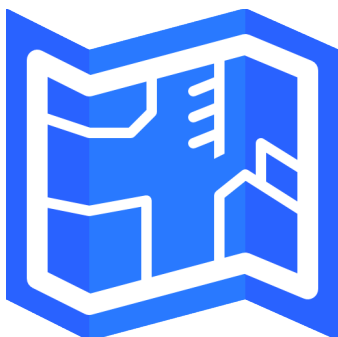
Send people a schedule.



List what you will talk about at the meeting.



Say how long you plan to talk about each thing.



This lets people plan ahead for the meeting.



A schedule also helps during the meeting.



It helps people know what is going on.



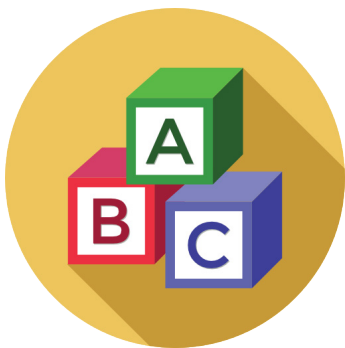
Send a list of questions you might ask in the meeting.



It can be hard for autistic people to answer questions on the spot.



Give us time to think of our answers before the meeting.



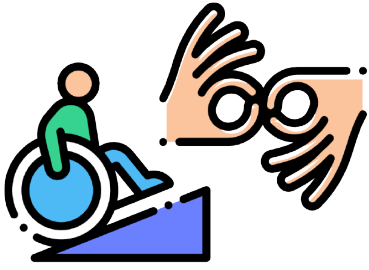
Things you write for your meeting should be in plain language.



This makes sure everyone can understand what is going on.

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Words to Know



accommodations

Help people might need for their disability.



color communication badges

Something people can wear to choose how much they want to talk to others.



plain language

Writing that is easy for people with disabilities to understand.