













✓ Online Teaching and Events

1. Culture		
	<p>Be culturally aware! Work in collaboration with the Neurodiverse community. Review the Neurodiversity Information pamphlets provided. Ensure that any materials that you produce follow the cultural sensitivity guidelines. Seek guidance from the Neurodiverse community when shaping your plans / materials.</p>	<input type="checkbox"/>
2. Environment		
	<p>Sensory accessibility is a key factor! Plan for a Neurodiversity friendly event. When teaching or hosting events via video conferencing, ensure that all microphones aside from that of the speaker are muted prior to commencing. If you are designing an online space or a slide deck, try to use muted colours and avoid a bright and overstimulating setting.</p>	<input type="checkbox"/>
3. Safe Space		
	<p>Provide Safe Spaces! Be sure to indicate whether the event is being recorded. Particularly if recording is on, make microphone and camera use optional, and allow participation via microphone <u>and</u> written comments. Be mindful that it can be difficult knowing when or how to contribute in a video call. Some participants may not be comfortable with speaking or submitting written ideas. Offer the opportunity to send private messages to the host, who can then read them out anonymously.</p>	<input type="checkbox"/>
4. Adjustments		
	<p>Enhance Equity! Engage with participants using multiple teaching methods. Try creating activity slides in PowerPoint in lieu of handouts, and enable participant mark-up options—this may include options to draw, brainstorm, fill out charts, link/match up terms and definitions, etc. You can also use options like voting to bolster participation rates. Use written bullet-points to prompt discussions and/or communicate clearly. Use <i>Sans Serif</i> fonts like Arial, Helvetica, or Calibri to facilitate reading across neurotypes.</p>	<input type="checkbox"/>
5. What to Expect		
	<p>Communicate expectations clearly! Help participants plan for your event in advance. Use your promotional materials, websites, etc. to clarify what to expect on the day. Also be sure to promote your chosen accessibility features to encourage attendance.</p>	<input type="checkbox"/>

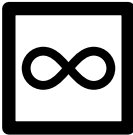






✓ Classroom/ Lecture Theatre Events

1. Culture		
	<p>Be culturally aware! Work in collaboration with the Neurodiverse community. Review the Neurodiversity Information pamphlets provided. Ensure that any materials that you produce follow the cultural sensitivity guidelines. Seek guidance from the Neurodiverse community when shaping your plans / materials.</p>	<input type="checkbox"/>
2. Environment		
	<p>Sensory accessibility is a key factor! Plan for a Neurodiversity friendly event. Classrooms and lecture theatres can be very overstimulating and socially overwhelming. Fluorescent and/or overhead lighting, noisy conversations, and group dynamics can present challenges. Keep lights and noise to a minimum.</p>	<input type="checkbox"/>
3. Safe Space		
	<p>Provide Safe Spaces! Be mindful that public speaking or group work can be stressful. Give students an option of whether to socialise or answer verbal questions. Offer a choice: let participants choose to learn independently OR in small social groups. Independent learning options can help to regulate energy levels and retain information.</p>	<input type="checkbox"/>
4. Adjustments		
	<p>Enhance Equity! Present using a variety of styles: slides with images, charts, etc. Catering to a variety of learning styles can facilitate accessibility for a diverse group. Use written bullet-points to prompt discussions and/or communicate clearly. Use <i>Sans Serif</i> fonts like Arial, Helvetica, or Calibri to facilitate reading across neurotypes.</p>	<input type="checkbox"/>
5. What to Expect		
	<p>Communicate expectations clearly! Help participants plan for your event in advance. Use your promotional materials, websites, etc. to clarify what to expect on the day. Anything from dress-code, to sensory environment, to 'what to bring' can be helpful. Also be sure to promote your chosen accessibility features to encourage attendance.</p>	<input type="checkbox"/>

Neurodiversity Accessibility Checklist






Large Events and Festivals

1. Culture		
	<p>Be culturally aware! Work in collaboration with the Neurodiverse community. Review the Neurodiversity Information pamphlets provided. Ensure that any materials that you produce follow the cultural sensitivity guidelines. Seek guidance from the Neurodiverse community when shaping your plans / materials.</p>	<input type="checkbox"/>
2. Environment		
	<p>Sensory accessibility is a key factor! Plan for a Neurodiversity friendly event. At large events like festivals, be conscious of 'hot spots' of sensory overstimulation. If environmental alterations are not possible, consider providing a sensory heat map in any information materials you produce. Make this available both in advance and on-site.</p>	<input type="checkbox"/>
3. Safe Space		
	<p>Provide Safe Spaces! Having a place to recharge can help regulate energy levels. Ensure that your large event has a safe sensory retreat where participants can recharge. Check if there is a sensory room near your venue or consider providing one on the day. Clearly sign directions to the sensory room from the busiest areas of your event.</p>	<input type="checkbox"/>
4. Adjustments		
	<p>Enhance Equity! The right combination of accommodations makes a big difference. Consider which types of sensory and accessibility accommodations you can provide. This may involve offering buckets of earplugs and/or fidget toys at registration tables. While you may not be able to offer a perfect sensory environment, try to meet halfway.</p>	<input type="checkbox"/>
5. What to Expect		
	<p>Communicate expectations clearly! Help participants plan for your event in advance. Use your promotional materials, websites, etc. to clarify what to expect on the day. Anything from dress-code, to sensory environment, to 'what to bring' can be helpful. Also be sure to promote your chosen accessibility features to encourage attendance!</p>	<input type="checkbox"/>

Neurodiversity Accessibility Checklist



✓ Guided Tours

1. Culture		
	<p>Be culturally aware! Work in collaboration with the Neurodiverse community. Review the Neurodiversity Information pamphlets provided. Ensure that any materials that you produce follow the cultural sensitivity guidelines. Seek guidance from the Neurodiverse community when shaping your plans / materials.</p>	<input type="checkbox"/>
2. Environment		
	<p>Sensory accessibility is a key factor! ePlan for a Neurodiversity friendly event. Advise your tour leaders to make a trial run in advance, taking note of sensory hotspots. Triggers may be: fluorescent lights, bells and alarms, multiple/loud conversations, etc. Advise guides to introduce triggering spaces before entering, and limit time spent there.</p>	<input type="checkbox"/>
3. Safe Space		
	<p>Provide Safe Spaces! Plan a safe space into your tour and give participants a break. Taking time to recharge alone can help regulate energy levels and limit overstimulation. For a campus tour, this might look like 5 minutes of alone time to explore the gardens. For a library tour, 5 minutes for students to find their discipline section on Level 3.</p>	<input type="checkbox"/>
4. Adjustments		
	<p>Enhance Equity! The right combination of accommodations makes a big difference. Consider which types of sensory and accessibility accommodations you can provide. This may involve offering buckets of earplugs and/or fidget toys at registration tables. While you may not be able to offer a perfect sensory environment, try to meet halfway.</p>	<input type="checkbox"/>
5. What to Expect		
	<p>Communicate expectations clearly! Help participants plan for your event in advance. Use your promotional materials, websites, etc. to clarify what to expect on the day. Anything from dress-code, to sensory environment, to 'what to bring' can be helpful. Also be sure to promote your chosen accessibility features to encourage attendance!</p>	<input type="checkbox"/>