

Vera Bonvalot

Brain Injured person



EDF, Executive Committee
Brain Injured European Federation – BIF
Novamente – in Portugal



What is the reason I am here talking to you?

- Because I am a person with acquired brain damage;
- Because I have experience with disabilities that require special care in communication, as well as other cognitive disabilities.



Acquired brain damage

What are the most common consequences?

- **Cognition**
- Emotions and (social) behaviour
- Physical functions



Cognitive dysfunctions

- Memory (short term memory)
- Attention and concentration
- Speed of information processing
- Planning, organising and problem solving (executive functions)
- Visual, spatial, depth and perception difficulties
- Language skills

- Learning difficulties
- Difficulty when there are changes in routines
- Communication difficulties



Today we will speak about

1. What do **speakers** need to take into consideration when presenting?
2. What **reasonable accommodation** measures must event organisers put in place: for online and in-person events?
3. **A story** of a good accessible event, and why it was accessible?



What do speakers need to take into consideration when presenting?

1. Introduce yourself: Start by saying who you are, why you are there, and the purpose of your communication.
2. Speak slowly and clearly.
3. Use simple words: Avoid foreign terms, abbreviations, or acronyms.
4. Address one idea at a time to facilitate understanding and list then if you want. For example “12 tips for better communication”.

What do speakers need to take into consideration when presenting?

5. Pause and summarize, making sure the person is not tired but still able to internalize what is being said.
6. In small group meetings where you want one person to learn something new, use examples and practice, and have the other person repeat or do what they learned themselves.

What do speakers need to take into consideration when presenting?

7. Use examples and practical stories.
8. Keep the essentials written down in a simple and understandable way.
9. Return to the topic if necessary at another time, or another day.

11. Be brief: Speak for a maximum of 10 minutes, then switch speakers, or pause to summarize what you just said, or recall the main ideas, or ask an interactive question, or show an image related to what you are explaining, or give an example. Only then resume for another 10 minutes. If using a presentation, practice timing with the speaker (coach button).

12. If presenting something on screen, read what is in the text and explain the reason for each image.

13. End with a summary: Recapitulate the points you really want the receiver to internalize.

In conclusion, some of the main points to remember:

1. Always introduce yourself and what you are going to say.
2. Get straight to the point, use simple words, short speech, stop and summarize. Use examples. Read images and graphs.
3. Conclusions, recap.

II. What **reasonable accommodation** measures must event organisers put in place: for online and in-person events?

1. The agenda should be clear to all, including topics and time.

Example: the agenda or part, can be always visible so one can understand in what part of the meeting we are in

2. For in-person meetings

- the location should be clearly indicated,
- with teletext (because we can read it even if we lost concentration, or did not understand the talking...
 - clear instructions on who to contact for questions
- about the event, its organization, or the agenda.
- Be clear about where is the meeting building and how to reach it, where is the meeting room e restrooms should be indicated, the locations of quieter areas for coffee breaks or if someone needs to rest during the meeting, bathrooms, the Wi-Fi password, etc.

3. Avoid distractions (a quiet environment free from potential distractions)
Do not have noise, nor a lot of visual distractions;
4. State what should be done with the information received and what are the next steps:
 - will we receive an email thanking us for the meeting and with the questions and answers posted in the meeting?
 - Should we react, evaluating the meeting?
 - Can we send questions after the meeting?

A good accessible communication, and why it was accessible

TIP: KEEP IT CLEAR AND CONCISE
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- examples
- Talks only the essential
- Slowly
- Easy words
- Brief
- Recapitulate the main points

