

How to make texts and meetings accessible

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About me

- I am the Accessibility Expert at Inclusion Europe
- I am a member of Inclusion International Council
- I help making information Easy-to-Read



Do you know how to make information easy-to-read?



Can you make these words easy-to-read?

- MFF
- Stakeholder
- Fruitful Conversation



Can you make these words easy-to-read?

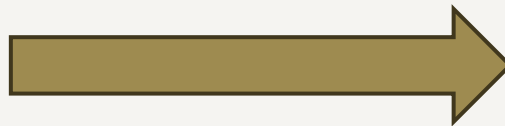


MFF



Budget

Stakeholder



People who have a
say in important things

Fruitful Conversation



Talk about things that
matter

Why is it important?

- People with intellectual disabilities find it hard to understand text that is not easy-to-read
- When we understand, we can participate

For more information on easy-to-read, visit www.inclusion.eu



How to make writing materials easy-to-ready?

- Arial 14
- Double-spacing
- Use pictures
- Divide the text into sections, we do not like big chunks of texts!
- Use simple words
- You can use hard words if you need, but make sure you explain what they mean underneath.



How to make writing materials easy-to-read?

Most Importantly

- Ask a person with an intellectual disability if they understand

Example:

Europe for Us makes information accessible to everyone.

Money matters



Money is important.



We use money to buy food, clothes, or pay for a flat.

We need money to take part in our community.



Managing money means planning

for what we need

and sometimes also for what we want.



A plan for how we spend our money
is called a budget.

Budgets help us make sure we have enough money
for the things we need in life.

What do speakers need to think about when presenting?

- Speak slow and clearly
- Give people a chance to confirm if they are following or not
- Give time for people to translate



What should event organisers prepare?

- Easy-to-read agenda and invitation
- Accessible venue
- Use feedback cards

European Day of Persons with disabilities 2025

Good example of easy-to-understand event

