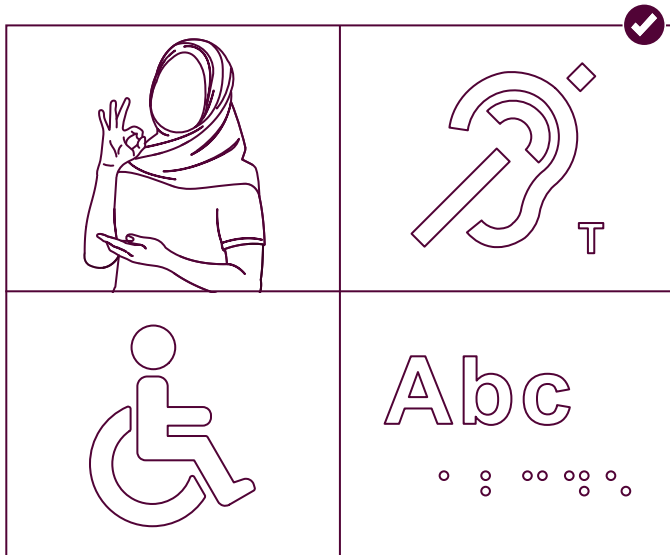


# In-person meetings

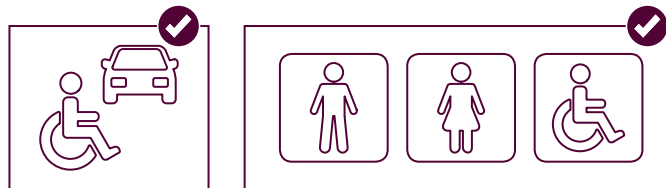
For in-depth guidance, visit: [www.sightsavers.org/in-person-meetings-accessibility](http://www.sightsavers.org/in-person-meetings-accessibility) or scan the QR code here



Ask for accessibility requirements in advance - including braille or large print documents, handouts, a sign language interpreter, hearing loop and wheelchair access



Choose a venue with disabled parking, easy access and accessible toilets



Set up your meeting in advance and check all the equipment is working

Introduce yourself and any other speakers

Hi everyone, my name is ...

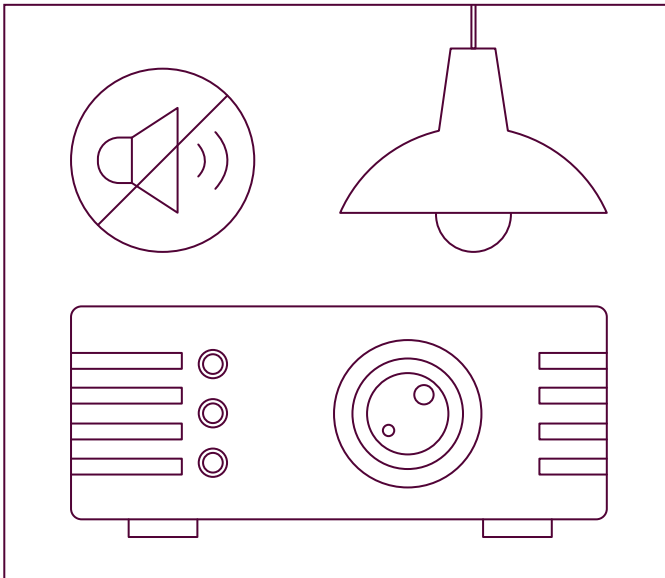
Speak clearly and at a normal pace

# In-person meetings

For in-depth guidance, visit: [www.sightsavers.org/in-person-meetings-accessibility](http://www.sightsavers.org/in-person-meetings-accessibility) or scan the QR code here



**Turn off projectors and other equipment that make noise or emit light when not in use**



**Tell participants what you expect of them before and during the meeting**

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**Produce brief, clear notes of the topics discussed**

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**Keep meetings within the agreed time schedule and include breaks every hour**



**Use a black, broad-tipped pen for whiteboards. Writing and diagrams should be large and be read aloud.**

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**See the PowerPoint checklist for guidance on presenting slides**