

# DISABILITY CONFIDENT

LET'S GET THE BEST FROM EACH OTHER

SEEING

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I may ask you to send me documents or presentations in an accessible format ahead of time.

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Check with me which format I prefer for documents – it needs to be compatible with my text-to-speech software.

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In meetings, introduce everyone by name and ask people to address each other by name while talking.

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If you use a whiteboard, use words to describe what you are drawing or writing.

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After the meeting, it's fine to ask if anyone needs help to return to their desk or floor.

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Don't worry about using phrases like 'do you see'.

