



Is this space hearing aware?



Have you checked in advance if anyone needs communication support?



Have microphones and loop systems been switched on?



Has an agenda, with a clear outline, been provided for everyone to follow?



Ask if people are seated in the best possible position for them to follow discussions.



During a teleconference, state your name before speaking and consider using speech-to-text apps.



Sit in a horseshoe shape, so all attendees can see each other.



Put your hand up before speaking, so everyone can identify the speaker.



Check, even if someone's using a hearing aid, if they lipread.



Check that what you're saying is being understood.



Make sure only one person is talking at a time.



When you're talking - speak clearly, and take care not to cover your mouth.



Check if a speech-to-text app is required. Use in meetings & noisy environments.



Is a sign language interpreter required? Factor in an additional seat.



If a sign language interpreter is present, direct your comments to the person with the hearing loss.



Capture main discussion points on a white board or type them up as you go and display them on a big screen.



Ensure everyone knows what was discussed. Distribute notes and minutes promptly.