



Accessibility Rider

Your Name	
Preferred Name	
Pronouns	

There is a guidance document available.

This document can be edited to delete irrelevant sections.

Communication Preferences

What is your preferred method of communication with the team? E.g. email, video call.
Preferred contact details e.g. email, phone number

How I Communicate Best: Written Information

Do you have any written communication preferences/ needs?

Please click any boxes that apply. There is space below to add other preferences and details.

If you send me written information, I prefer:

- ☐ clear and direct wording
- ☐ important information highlighted in bold
- ☐ important information highlighted at the start of written communication
- ☐ detail and context
- ☐ bullet points
- ☐ written follow ups after meetings/ verbal conversations
- ☐ specific deadlines for any tasks that I need to do
- ☐ any actions and deadlines to be highlighted in colour
- ☐ any actions and deadlines to be in bold
- ☐ coloured text **Please write here which colour:**
- ☐ a specific font **Please write here which font:**
- ☐ For the subject heading to say: _____
- ☐ meeting agendas or questions sent in advance.

If I send any written information, I prefer:

- ☐ An acknowledgement that it has been read even if it has not been actioned
- ☐ A reply that is only sent when it include all the information I have asked for
- ☐ That replies come as one clear response rather than multiple short emails
- ☐ That the tone/content of my email is not over-interpreted (e.g. not read as negative if it is concise)
- ☐ That you ask for clarification if any part of my message is unclear

Is there anything else you would like us to know about your written communication preferences/ needs?

How I Communicate Best: Verbal Communication

Do you have any verbal communication preferences/ needs?

Please click any boxes that apply. There is space below to add other preferences and details.

When communicating verbally, I prefer:

- ☐ not applicable. I communicate non-verbally.
- ☐ time to process information/ pauses in meetings
- ☐ to be asked one question at a time
- ☐ visual aids to support verbal conversations
- ☐ clear and direct language
- ☐ written follow ups after meetings/ verbal conversations
- ☐ specific deadlines for any tasks I need to complete
- ☐ summarise key points at the end of the conversation

Is there anything else you would like us to know about your verbal communication preferences/ style or needs



Group Meeting Preferences/ Needs

What helps you to feel included and able to participate in online group meetings?

Please click any boxes that apply. There is space below to add other preferences and details.

- ☐ not applicable, I prefer one-to-one meetings
- ☐ please send reminders about meetings on the day
- ☐ please send reminders about meetings the day before
- ☐ send the agenda, purpose of the meeting, and any materials in advance
- ☐ having my camera off
- ☐ being able to use the chat box
- ☐ using the 'raise hand' function
- ☐ short pauses between topics
- ☐ being able to contribute an idea later in the meeting
- ☐ have a summary and action points after the meeting
- ☐ I value being able to share my ideas immediately

Is there anything else you would help you to feel included and able to participate in online group meetings?



Giving and Receiving Feedback

How do you prefer to give feedback?

For example:

- Do you prefer to give **verbal** or **written** feedback?
- What helps you to feel safe and comfortable to give feedback?

How do you prefer to receive feedback?

For example:

- Do you prefer to receive **verbal** or **written** feedback?
- What helps you when you receive feedback?



Other Support Needs

Please tell us anything else that will support you as an Expert by Experience:

For example:

- Do you use any assistive technology?
- Are there any other adjustments that will support you?
- What will help you to ensure you can work your hours (and not work too many?)



Wellbeing

What might others notice if you are struggling during the project?	How can the team support you and/ or is there anything that helps you when you are struggling?

Throughout the project, if we have a concern for your safety or wellbeing, who should we contact?

For example, a Next of Kin, or trusted person?

Name of Person	
Telephone Number	
Relationship to you	