

Busy People - Information pack for guest speakers

Welcome



And thank you for joining us at Busy People.

This information pack has some tips for people joining a Busy People meeting.

It will help you know more about us and the way we like to work.

This will help you to be prepared and will help us to give you our best on the day.

About Busy People



We are a group of people who have a learning disability and live in Southampton.



We have self-advocacy group meetings every Monday.

In these meetings we talk about things that are important to people with learning disabilities.



Our views feed into the Southampton Learning Disability Partnership Board.



Busy People is a safe space for people to talk about things that are affecting them.

Sometimes people will share personal stories.

Please keep our views private and confidential.

Our learning disabilities mean that we can:



- need more time to process information
- find too much information difficult
- struggle to think about things we are not familiar with
- find it hard to follow things that go too quickly



This does not mean we can't do things though!

If people work in a way that helps us with these things we can do even more.

Read on for tips on how you can do this.

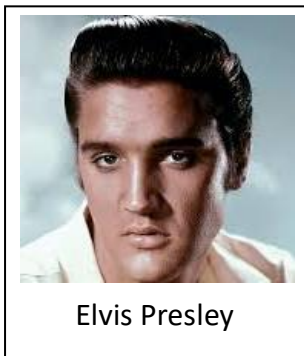
Our tips



Please send us any helpful information in advance.

This will help us to have more of an understanding ready for the meeting.

Two weeks before is ideal.



Please also send us a photo of you.

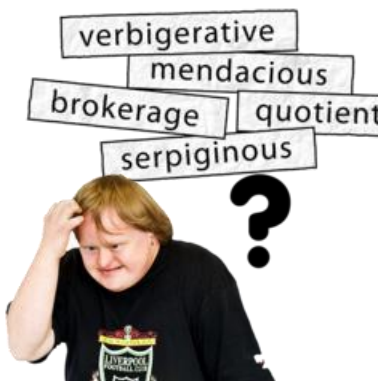
Knowing what you look like is helpful for some people who get anxious.

Bonus points if you can look as good as Elvis!



Please try to speak slowly, loudly and clearly.

You might need to repeat or rephrase things to help us understand.



Keep it simple!

- No long or hard words please.
- No jargon or abbreviations.
- If you do need to use these please explain them to us.



Easy read is the best way for us to have written information.

We have included a 'quick start' guide below to help you.

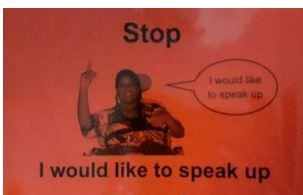


PowerPoint slides can be helpful if you want to use them. Please keep them brief.

Video or audio are other useful ways to get information to us.

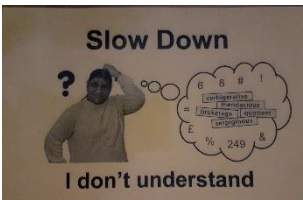
We can use communication cards to help us speak up in meetings.

It might help you to know what they mean.



The **red** card means:

- Stop
- I would like to speak up



The **yellow** card means:

- Slow down
- I don't understand



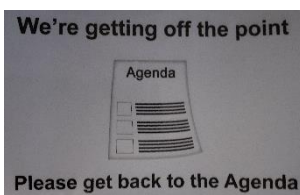
The **green** card means:

- Yes
- I agree



The **white** card means:

- I can't hear
- Please speak up



The **pale blue** card means:

- We're getting off the point
- Please get back to the agenda



How to...



A 'quick start' guide to easy read



Use photos or pictures to help us to understand.

Pictures should be 4-5 cm so they are clear.

Put the pictures first, then the words.

	Pictures go first
	Remember the 5 cm rule
	Words go here

An easy way to do this in MS Word is to use a table with two columns.

Make the first column about 5 cm wide. You put the picture in there.

Use the second column for the words.

When you have finished, you can remove the borders.

Discrimination

Discrimination is when you are treated unfairly because of who you are.

Use easy words. Explain any hard words.

Words should be in Arial or Comic Sans.



Words should be large. Size 14 or 16 work well.

Make headings **bold and underlined.**

Keep sentences short. Aim for 15 words or less.



Use small chunks of information.

Leave lots of space.



Sometimes the pictures can move around in a Word file.

This is confusing.



To keep it looking good you can save it as a pdf file if you:

- press the 'file' tab,
- then select 'export'

