

Top tips for event organisers to support speakers with lived experience of care and support



Plan for inclusion and include older and disabled people and carers in planning

- Involve people with lived experience at the start of your planning.
- Don't be afraid to ask people what support they need.
- Agree and share expectations for accessibility and inclusion with sponsors and exhibitors.
- Build in extra time for appropriate involvement.
- Support people's personal circumstances, which can change quickly.
- Mitigate against digital exclusion.
- Get creative and go to the people who can't come to you.



Build strong relationships through excellent communication

- Research where to find the voices you need and build those relationships.
- Get the full picture of what people can offer – their skills and ideas not just stories.
- Set out clear expectations about the brief and how you will support people.
- Ask upfront about adjustments your speakers might need before and on the day.
- Provide comprehensive, accessible, timely, jargon-free briefing.
- Don't try to control the message – encourage respectful difference in perspectives.
- Ensure clear communications chains before and on the day.
- Don't forget to debrief and say thanks.

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Find the right location

- Consider accessibility to the location through public and private transport, and suitable accommodation nearby so people feel safe about getting involved.
- Personally check venue accessibility, with someone who has experience of barriers and issues.
- Ensure proper emergency contingencies are in place for older and disabled people.
- Choose venues where everyone can use the same entrance.
- Be an ally for accessible and inclusive venues and feedback on issues.
- Ensure access to the right equipment for adaptions that people might need (e.g. adjustable lecterns, accessible stages).
- Set up rooms and stages appropriately before people arrive.
- Ensure meal times and spaces are accessible for all, including serving stations and places to eat.
- Know multiple accommodation providers that have accessible rooms.
- Use name badges that work for all.
- Make reasonable adjustments for online events.



Recognise contributions through payments, reward and public acknowledgement

- Develop an appropriate payment, reward and expenses policy and share up front.
- Offer practical support with booking transport and accommodation.
- Ensure reimbursement of costs isn't a barrier for inclusion.
- Make prompt and timely payments.
- Always ask how to support personal assistants or assistance animals.

For a full selection of resources to help you, please see the full report at:

<https://in-control.org.uk/speaker-finder-service/>