



Have you checked in advance if anyone needs communication support?



Have microphones and loop systems been switched on?



Sit in a horseshoe shape, so all attendees can see each other and identify more easily who's speaking.



During a teleconference, make sure you say your name before speaking.



Use a meeting agenda to give a clear reference point for everyone to follow.



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



Make sure only one person is talking at a time.



When you're talking, make sure you speak clearly and don't cover your mouth.

Is this meeting
**deaf
aware?**

Visit our Employers' Hub to find out more about supporting people who are deaf or have hearing loss at work.

www.actiononhearingloss.org.uk/employershub

**Working
for (Change)**