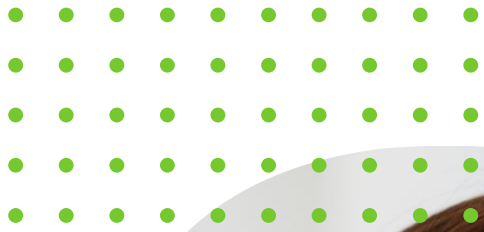


GradWISE



Empowering tertiary graduates with a disability to develop and thrive in employment



The Big Meet

Quiet Hour Exhibitor Briefing Guide



The Big Meet - Quiet Hour Exhibitor Briefing Guide

The Quiet Hour creates an inclusive and accessible environment for all attendees, especially those with disabilities. During this time, students with sensory sensitivities or other disabilities may choose to engage with exhibiting employers in a more controlled and comfortable setting. To ensure a positive experience for both employers and attendees, please consider the following guidelines:

Awareness and Sensitivity:

- Familiarise your teams with the Quiet Hour concept and its importance for students with disabilities.
- Foster a sense of awareness among your team regarding the diverse needs of attendees during the Quiet Hour and the event in full. Actively strive to create an atmosphere that is both inclusive and welcoming.

Logistics and Physical Accessibility:

- AAGE have worked with the venue to ensure physical accessibility of the event. Please support this by taking simple but effective measures regarding booth setup such as minimising hazards and maintaining clear pathways, especially for attendees with mobility aids or visual impairments. You can support the event by proactively identifying potential hazards and reporting these to the event organisers.
- Utilising sensory experiences including bright colours, or audio/visual elements including loud sounds and blinking lights is a conventional strategy. However this can pose a challenge for neurodiverse attendees and can lead to sensory overload resulting in an overwhelming experience. Mitigating sensory stimuli and minimising simultaneous conversations can create a more conducive environment for meaningful conversations.

Accessible Communication:

- Quiet Hour will create an opportunity to have one-on-one conversations with attendees with diverse needs. Embrace person-first language as a fundamental for communication that is inclusive and respectful.
- Effectively communicating with clarity and conciseness is paramount in creating a positive and inclusive environment. When addressing a diverse audience, especially those with varying communication needs, employing clear and concise language enhances understanding and engagement. It's best to avoid jargon and speak at a moderate pace.
- Recognise and respect diverse communication styles, including preferences regarding eye contact. Exhibitors should refrain from making assumptions about attendees needs and should instead be open to individual preferences

and disclosures. Being attentive to non-verbal cues and adapting your approach based on the individual's preferences contributes to more effective and inclusive communication.

- Exhibitors are encouraged to create an environment that facilitates open communication, however should not seek direct disclosure from attendees about their disability, injury and/or illness. Attendees may choose to volunteer information about their personal circumstances.
- Exhibitors may provide information in relation to reasonable adjustments and workplace accommodations if equipped with their organisations relevant policy. Otherwise, exhibitors are encouraged to direct attendees to a relevant contact to follow up on their queries.

Information Accessibility:

- It's useful to provide information in multiple formats, such as printed materials, electronic documents, and accessible online resources. This accommodates various learning preferences and accessibility requirements.
- For printed materials, use clear and legible fonts where appropriate to enhance readability. High contrast between text and background is also recommended. For video content, captioning ensures content is accessible to a broad range of attendees.
- Availability of information about reasonable and workplace accommodations will equip exhibitors and empower attendees seeking an inclusive environment. However, your exhibitors are not expected to be specialists in the space of disability, accessibility and adjustments. It is essential to approach these matters with openness and transparency regarding level of expertise, and to direct enquiries to a relevant company contact for follow up.

This guide serves as a resource to enhance awareness and promote inclusivity at the event, however it is important to note that it may not cover every unique circumstance or need.

Exhibitors are encouraged to remain flexible, responsive and open to individual preferences, recognising that the guide is a starting point for creating a more inclusive environment.

AAGE and GradWISE stand ready to offer dedicated support and guidance to exhibitors, to ensure a seamless and inclusive experience for all. Exhibitors are encouraged to reach out for assistance on disability-related inquiries, and support to foster an environment that embraces diversity and inclusivity.

In our commitment to fostering an inclusive and accessible environment for all, we are providing you with a sample Reasonable Adjustment Form. This resource is designed to familiarise employers with various types of adjustments that can be implemented at different stages of the recruitment process and within the workplace. Recognising the diversity of needs among candidates and employees, this form

serves as a guide to understanding and implementing reasonable adjustments to ensure equal opportunities for everyone. While this sample form is not exhaustive, it aims to cultivate awareness and promote proactive discussions around accommodating individuals with disabilities, fostering a workplace culture that values diversity and inclusion.

