



**ASSITEJ**  
International Association of Theatre for Children and Young People

March 17<sup>th</sup>, 2017

### **General guidelines regarding Inclusive Communication**

Things for delegates at Cradle of Creativity to remember when you're in Cape Town:

#### **Inclusivity around English as an additional language or non-English speaking delegates:**

English is the language of ASSITEJ, but English is not the first language of most of the delegates attending the congress, conference and festival. Although there will be translation into French and Portuguese during the Assembly, the rest of the time English will be used most frequently.

If you're a fluent English speaker, remember to be aware of the speed at which you speak, the words you use (colloquial language can be confusing) and to give time to conversations.

#### **In discussions:**

If you're an English speaker, remember to speak clearly and not too fast when in group discussions.

When in discussion, remember to be aware of the difficulties experienced in expressing opinions, if English is not the first language of the speaker. Concentration on understanding the discussion can be very tiring.

If you're a fluent English speaker with another language, perhaps help out your neighbours with interpretation if required.

Sometimes in sessions, it's great if one of the fluent English speakers can be the person taking notes.

#### **Speakers and presenters:**

If you're presenting at the conference or as a speaker in any of the contexts, consider using powerpoint so that written matter is available to help with understanding. Simple visual formats with clear text are preferable to fast-moving formats.

Perhaps your talk or presentation can be accompanied by a transcript available online, so that people can follow on their computers or phones, or even put it through google translate.

Consider using the languages selected for translation for some texts if at all possible.

Images and video can be very helpful for a multi-lingual audience.

**Written communication:**

ASSITEJ would greatly appreciate your help in reaching out to the multi-lingual communities we serve around the globe. Feel free to post on social media or your websites about activities in other languages so that members of your country can also follow the proceedings.