



First Latin American Conference on Easy Language - Right to communication, information and participation

Rio de Janeiro, 29 and 30 October 2025

Detailed Checklist

Prepared by **Intersectionalities.org**

Opening - Speakers – 29 October 2025

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0. Start by identifying gaps and inequalities

Nothing else works without it.

- Start all programmes and actions by recognising current gaps and inequalities.
- Map concrete barriers (language, complexity, format, low bandwidth, lack of accessibility, high level of literacy required, environment).
- Identify who may not access or understand your information.
- Directly ask affected communities what makes communication difficult.
- Prioritise removing barriers that exclude the most people first.



1. Prepare

- Identify your target audience (ensure underrepresented groups are included).
- Identify the essential information they need.
- Remove everything that is not essential.
- Apply Universal Design from the beginning, avoiding adaptation.
- Ensure accessibility is built in, not added later.
- Continually check who is still excluded and adjust.

2. Write clearly

- One idea per sentence.
- Use common, everyday words.
- Explain any necessary technical term immediately.
- Use active voice.
- Use headings, bullet points, and summaries.

3. Structure for understanding

- Lead with the most important information.
- Follow a logical order (what → why → how → next steps).
- Keep paragraphs short.
- Use white space generously.

4. Make it visually accessible

- Use a readable font and large size.
- Ensure strong colour contrast.
- Include icons, diagrams, or visual cues that support understanding.
- Keep symbols consistent across documents.

5. Create Easy Language versions

- Produce an Easy Language version of important documents.
- Follow international Easy Language standards.
- Use images that support each sentence.
- Keep text short, clear, and visually spacious.

6. Use AAC and multimodal communication

- Provide text + visuals + audio + video.
- Ensure compatibility with screen readers.
- Add subtitles to all videos.
- Make Alternative and Augmentative Communication (AAC) tools available.



7. Validate with (real) users

- Test materials with people who will use them (marginalised or underrepresented people, including persons with intellectual disabilities).
- Identify what is unclear or confusing.
- Revise based on feedback.
- Retest until comprehension is smooth and independent.

8. Make events cognitively accessible

- Provide Easy Language agendas and descriptions.
- Use simple slides with few words and helpful visuals.
- Offer written, visual, and oral formats for all information.
- Allow extra time for questions and processing.

9. Ensure institutional adoption

- Train staff in simple language and cognitive accessibility.
- Develop internal templates and guidelines.
- Require clear, inclusive communication across the organisation.
- Review all public information before publication.

10. Build cross-sector support

- Bring government, civil society, academia, and communicators together.
- Co-develop simple-language standards.
- Promote multilingual, culturally grounded communication.
- Align with the International Covenant on Civil and Political Rights (CCPR) Article 11, and the Convention on the Rights of Persons with Disabilities (CRPD) Articles 9 and 21.

11. Strengthen representation and lived experience

- Include self-advocates (marginalised or underrepresented people and persons with intellectual disabilities) in all decisions on communication.
- Validate work through ambassadors and users.
- Maintain ongoing feedback mechanisms.

12. Make technology inclusive

- Assess technological initiative for inequality impacts.
- Apply accessibility standards to digital platforms.
- Test interfaces for cognitive accessibility.
- Provide accessible explanations for tech and AI processes.
- Advocate for ethical AI that protects human dignity and freedom.
- Monitor digital inclusion (language, connectivity, readability).



13. Ensure easy access to key life areas (formal and informal systems)

- Ensure accessible information is available not only in formal systems (health, work, justice) but also in everyday informal spaces (family life, community conversations, neighbourhood gatherings).
- Integrate accessibility and Easy Language into formal education programmes (universities, teacher training, public administration).
- Offer practical training in non-formal learning spaces (community groups, youth centres, adult learning programmes) and recognise them as essential for accessible information.

14. Strengthen networks and collaboration

- Create regional working groups on simple language and accessibility.
- Share tools, methods, and learning.
- Use conferences like CLALS for exchange (clals2025.site/home---en).
- Ensure that global commitments translate into local implementation plans tailored to regional, cultural, urban, and rural realities.

15. Monitor and improve

- Include readability and accessibility indicators in monitoring, evaluation, accountability and learning (MEAL) systems.
- Collect user feedback regularly.
- Review materials annually.
- Adapt based on new barriers and new learning.

16. Promote awareness and culture change

- Communicate that cognitive accessibility benefits everyone.
- Share user stories about improved understanding.
- Highlight leaders championing accessible communication.
- Recognise the collective nature of this work: centering diversity and intersectionality, strengthening visibility, and fostering mutual support so communities see they are not alone.

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