



REDE Latino – Americana
de Linguagem Simples
e Leitura Fácil

Intersectionalities.org
Accessible Knowledge. Everywhere. For Everyone.

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

Anna Paula Feminella	National Secretary for the Rights of Persons with Disabilities, Ministry of Human Rights and Citizenship, Brazil.
Maria Antônia Goulart	Director, Reference Center for Inclusive Education (SESC Senac), Brazil.
Ana Lucía Arellano	Board member, Down Syndrome International (DSi), Ecuador.
Paola Jelonche	Lawyer, University professor and tutor, Co-founder of the Visibilia Foundation, Argentina.
Gabriela Martinez	Director, Associative Movement of CONFE, México.
Monica Cortés	Executive Director, Asdown Colombia, Colombia.
Natalia Farias	President, Inter-American Institute on Disability and Inclusive Development (IIDI), Uruguay.

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.

Info: tchaurea@intersectionalities.org

