**Making Your Meetings Dementia Friendly**

There are many ways in which you may become dementia friendly.

Here are a some suggestions:

**Meeting Considerations**:

* Send meeting reminders
* Begin the meeting with a review of the reason for meeting
* Wear name tags
* Introduce yourself as a reminder of your name
* Make good eye contact!
* Speak clearly and concisely
* Use an agenda
* Keep and share notes
* Visual tools and organizers are helpful
* If possible, reduce clutter, noise stimulation, visual stimulation
* Reduce glare from windows
* Plan periodic pauses for question and answer
* Provide notes to attendees immediately following the meeting
* Be sure the meeting room and restrooms are clearly marked
* If possible, provide a quiet space for waiting before and after meeting
* Be patient,  word-finding difficulty or reduced processing speed may slow responses
* Actively include any persons with memory impairment into the discussion. It may be hard to interject in a group setting
* Remember that processing group conversation can be challenging
* Ask the person with dementia for feedback about their experience in the meeting.  What could be improved?

**Resources**:

* Alzheimer’s Association MA / NH Chapter: 24/7 Helpline (800) 272-3900
* Dementia Friendly America [www.dfamerica.org](http://www.dfamerica.org)
* Boston Alzheimer’s Initiative (617) 635-3992
* Dementia Friendly MA [www.dfmassachusetts.org](http://www.dfmassachusetts.org)
* Dementia Friends USA [www.dementiafriendsusa.org](http://www.dementiafriendsusa.org)



