



AAC Etiquette

1. Be aware that communicating with AAC takes longer than speech. Allow extra time for the person who uses AAC to communicate.
2. Providing an agenda and/or notes ahead of the meeting can help the person who uses AAC to prepare his or her thoughts ahead of time and speed up communication.
3. Taking notes can be difficult for someone who uses AAC. Providing notes after the meeting can help.
4. People who use AAC may feel awkward asking for extra supports. It's ok to offer. It's also okay for people to say "no thanks."
5. Technology glitches happen. Be understanding when they happen in the middle of a meeting.
6. Discuss with your team members how they want to indicate that they have something to add to the discussion and what they like their communication partners to do while they compose their words.
7. Scheduling meetings at the beginning or end of the day may make it difficult for someone with disabilities to work around their personal care schedules. Check to find the most convenient time of day for meetings.
8. The communication partner also plays an important role, but it is still the primary responsibility of people who use AAC to take ownership for their communication. Please respect the person who uses AAC as an equal member of the team.