

clever • skilled • creative



Special Requirements for Employees Attending Meetings - Checklist

Please assist the organisers by indicating any special requirements you may have for diet, physical access or word (format) access.

- Dietary requirements

- Interpreter

- Physical access requirements or support

- Specific equipment requirements

- Vision support (e.g. assistance dog, documents in an alternative format – please specify)

Please forward completed form to the meeting / function organiser.

