

Checklist

General advices for the work with VI:

- you need a third more time for all exercises and breaks (breaks 15 min., Lunch 1.5 h)
- keep things always at the same place/position
- handouts in full sentences, in simple word-doc-structure, pdf is okay but not pictures out of pdf.
- quiet environment, it's hard to concentrate if there is noise or other sounds around.
- use symbols and pictures for explaining. A lot of VS or blind people have still an idea of how something looks like (most of them haven't been blind all their life)
- if you write emails, keep them simple and short, write a meaningful subject
- make the participants aware of the surrounding, especially at the studio! For example, they could hit their head on the microphone.

Advices for your training:

- come early, participants need about 30min before the training starts.
- lunch: order food or tell the people to bring their lunch. order early enough! otherwise you will wait 1 hour for your food and everyone is starving...
- it's possible to use visual tools for visually impaired people. BUT if you use them, explain very well what you see for the blind people
- try to get an assistance (for support, dogs, walks, get coffee, show the bathroom, etc.)
- if you wish you can record the teachers input
- use a lot of listening examples
- overview: if there is a lot of information, try to find a memory aid. For example a sentence or a word made of the first letters of the keywords. Like for an introduction: **A**ttention, **I**nterest, **D**esire, **A**ction--> AIDA

clarifications before the training starts:

1. Checklist participants (e.g. by phone)

- Name
- degree and kind of visually impairment, seeing rest: 10 % (Retinopathia pigmentosa (RP),) tunnel vision, etc.
- dog: yes/no
- What kind of tools used
- Do you know Braille? How fast can you read with it?
- Laptop: yes/no
- own recording device: yes/no
- headphones: yes/no
- arrival/departure: pick up necessary?
- use of email: yes/no
- use of internet: yes/no
- ev. Experience with radio work

2. Infrastructure/room

- wireless/electricity
- water for dogs
- big enough
- quiet environment
- possibilities to get food