



Inclusive event email template

Hi All,

As I start to prepare for our <workshop/conference/event/coaching sessions>, I'd like to invite you to share with me any and all accommodations and supports you may require to maximise your level of comfort and performance during the session.

For example, I work with a number of neurodiverse senior leaders who do their best thinking with a fidget spinner in hand, and a coaching client who doodles and doesn't frequently make eye contact.

I have encountered others who need regular opportunities to stand and walk because of their physical needs.

And neurotypical leaders who benefit from being provided with as much information as possible prior to attending workshops as they prefer to do their best thinking alone before entering a group setting.

Of course, please email me to confirm either way or feel free to sms me or call directly. My number is <your mobile>. Of course, this will be a private conversation.

Thank you,
<your name>