



The Scottish Parliament  
Pàrlamaid na h-Alba

# Scotland's Disability Summit on **Saturday 21 February 2026**

**Information and how to take part**



**Easy read booklet  
with registration form**

# Who we are

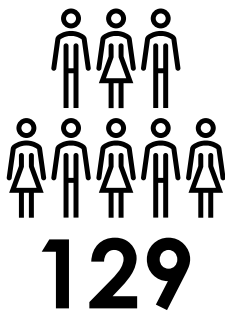


The Scottish Parliament  
Pàrlamaid na h-Alba

We are the **Scottish Parliament**.



The **Scottish Parliament** makes laws in Scotland. It talks about things that matter to the people of Scotland.



The Scottish Parliament is made up of 129 people who are **Members of the Scottish Parliament** also called **MSPs**.



The Scottish people decide who is an MSP by voting for them in elections.

# What this booklet is about



We are having a **summit** on **Saturday 21 February** for an event called **Scotland's Disability Summit**.



A **summit** is an event to talk about something important.



We want to ask disabled people from all over Scotland to take part in the Summit.



This booklet tells you

- what will happen at the Summit
- how you can tell us if you want to take part in the Summit.

# What will happen at the Summit



**10am to 10.30am**

Arrival and **registration**



**10.30am to 11.15am**

Opening meeting in the **Debating Chamber**



**11.30am to 1.00pm**

**Breakout sessions**



**1.20pm to 2.40pm**

Lunch in the **Garden Lobby**



**3pm to 4pm**

Closing meeting in the Debating Chamber



**4pm**

The Summit ends



**Registration** means signing up to say you want to do something.



The **Debating Chamber** is the place where MSPs meet to talk and make decisions about important issues.



A **breakout session** is a type of meeting where a group of people learn and share ideas about a certain subject.



The **Garden Lobby** is a part of the Scottish Parliament building in Edinburgh.



## What will happen at the opening meeting

At the opening meeting

- the **Presiding Officer** of the Scottish Parliament will welcome everyone to the Summit
- disabled people and **activists** will talk about their **experiences** as disabled people.



The **Presiding Officer** is the person in charge of meetings at the Scottish Parliament.

The Presiding Officer is called the **Rt Hon Alison Johnstone MSP**.



**Activists** are people who do activities to try and change things they do not agree with.



**Experiences** are what you learn from everything that happens to you in life.





## What will happen at the breakout sessions

At the breakout sessions

- disabled people and activists will talk about their experiences as disabled people on a certain subject
- you will have the chance to ask questions and share your ideas and experiences.



Each breakout session will be **chaired by** an MSP and a young person.

**Chaired by** means the person or people in charge of something like a meeting or a breakout session.



## What will happen at the closing meeting

At the closing meeting

- the people who chaired the breakout sessions will say what people talked about in each breakout session
- you will have the chance to ask questions about the subjects talked about at the breakout sessions.



# More about the Summit



The Presiding Officer will lead the Summit.



A group called the **Cross-Party Group on Disability** is helping to arrange the Summit.



A **cross-party group** is a group of MSPs and other people who are interested in an issue and meet to talk about it.



The **Cross-Party Group on Disability** meets to talk about issues that affect disabled people.



The MSPs who lead the Cross-Party Group on Disability are called **Jeremy Balfour MSP** and **Pam Duncan-Glancy MSP**.

# How you can take part in the Summit



There are 2 ways you can take part in the Summit. You can

- **take part in person**
- or
- **take part online.**



**If you take part in person**, the event is at the Scottish Parliament building in Edinburgh from 10am to 4pm.

You must arrive by 10.30am so you can go to the opening meeting in the Debating Chamber.

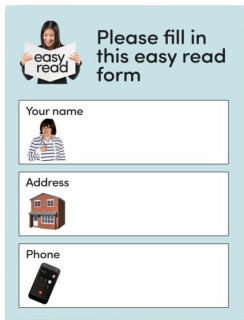


**If you take part online**, you can

- watch the opening meeting in the Debating Chamber
- take part in an online breakout session
- watch the closing meeting in the Debating Chamber.



# What to do if you want to take part in the Summit

A graphic of a registration form with a light blue border. At the top left is a small icon of a person holding a sign that says 'easy read'. To the right of this icon, the text reads 'Please fill in this easy read form'. Below this header are three input fields. The first is labeled 'Your name' with a small person icon. The second is labeled 'Address' with a small house icon. The third is labeled 'Phone' with a small mobile phone icon.

If you want to take part in the Summit, fill in the **registration form** that starts on **page 14** of this booklet.



**If you want to take part in person**

Fill in the registration form before **5pm on Monday 12 January.**



**If you want to take part online**

Fill in the registration form before **5pm on Wednesday 18 February.**



## If you want to take part in person

We want the Summit to be **accessible** for everyone.

**Accessible** is when something can be used or understood by everyone.



When you fill in the registration form, you can tell us what you will need to make the Summit accessible for you.



There are only a certain number of spaces for people to take part in person.



If you fill in the registration form, it does not mean you will get a space.



We will tell you in the week that starts on **Monday 12 January 2026** if you have got a space.

# More about accessibility



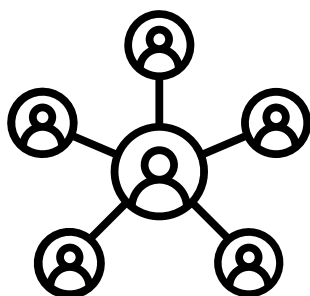
When you fill in the registration form you can tell us what support you will need if you want to take part in person.



We will try to get the support you need.

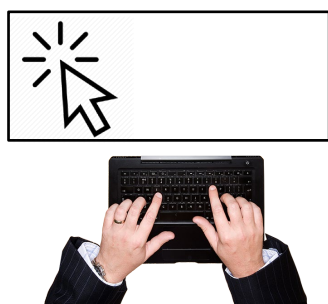


If you need support with communication, like a British Sign Language (BSL) interpreter or an electronic notetaker, we might not be able to get this support for you.

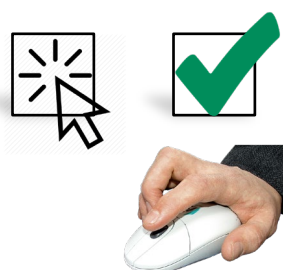


This is because a lot of people want this type of support, but there are not enough people with the right training to do all the work.

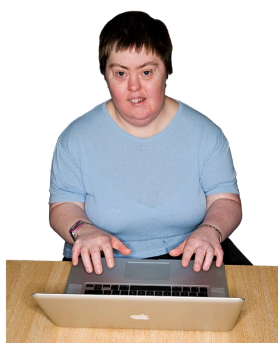
# How to fill in the registration form



- Type your answer in the box under each question.



- If the question has small boxes, click the box next to the answer you want to choose.



When you have filled in the registration form, save it to your computer.



Attach it to an email and send it to this address  
**[eventsandexhibitions@parliament.scot](mailto:eventsandexhibitions@parliament.scot)**

# If you need help to fill in the registration form



If you need help to fill in the registration form, you can

- send an email to this address **[eventsandexhibitions@parliament.scot](mailto:eventsandexhibitions@parliament.scot)**
- or call this telephone number **0800 092 7500**

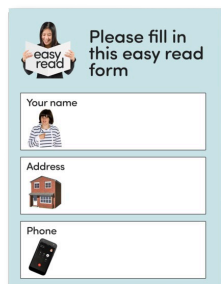
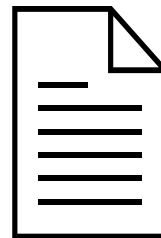
You can call between 10am and 4pm Monday to Friday.



If you use British Sign Language (BSL), you can call this telephone number **0800 092 7500** using the **Contact Scotland BSL** website **[contactscotland-bsl.org](http://contactscotland-bsl.org)**



# Registration form



This is an easy read version of the registration form.

## Question 1

**What is your name?** You must tell us this.



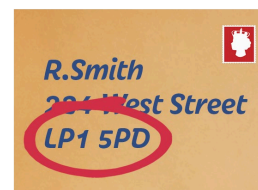
## Question 2

**What is your telephone number?** You must tell us this.



## Question 3

**What is your postcode?** You must tell us this.



## Registration form



### Question 4

**What is your email address or postal address?**

**If you want to take part in person**, you must tell us 1 of these things. You can tell us both if you want to.

**If you want to take part online**, you must tell us your email address.



**What is your email address?**

**What is your postal address?**



## Registration form



### Question 5

**Do you want to register to take part  
in person or online?**

☐

in person

☐

online



**If you want to take part in person,**  
please answer **questions 6 to 12** on  
**pages 17 to 29** of this booklet.



**If you want to take part online,** you  
do not need to answer any more  
questions. Go to **page 30** to read  
the rest of this booklet.

## Registration form



### Question 6

**What will you need to make the Summit accessible for you?** Tell us about you, to help us know what you will need.

Tick all the boxes that are right for you.



- ☐ I use a motorised wheelchair
- ☐ I use a manual wheelchair
- ☐ The Scottish Parliament needs to give me a wheelchair to use
- ☐ I need to use lifts to get to places that are upstairs
- ☐ I can use stairs, but I need extra time to climb stairs
- ☐ I use BSL
- ☐ I need to have an electronic note taker
- ☐ I need to have a palantypist or Speech to Text Reporter
- ☐ I need induction or hearing loops

## Registration form



More about question 6

**Tell us about anything else you will need to make the Summit accessible for you.**







## Question 7



**Question 7** asks about **dietary requirements** and **sensory preferences** for food and drink.



**Dietary requirements** are information about what you can or cannot eat, like if you have a nut allergy, are vegan or you need gluten free food.



**Sensory preferences** are information about how food and drink affect your senses, like how something tastes, smells or feels when you eat or drink it.



A sensory preference might be how spicy you like food to be, or how you do not like the way some things feel in your mouth.

## Registration form



More about question 7

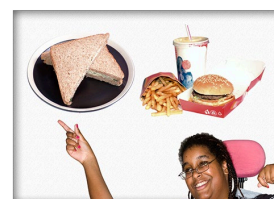
**Do you have any dietary requirements or sensory preferences you want to tell us about?**

☐

Yes

☐

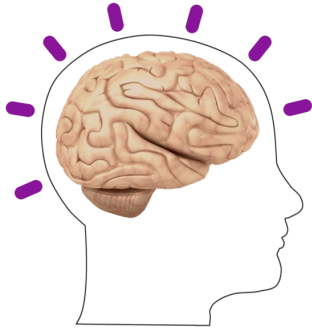
No



**If your answer is Yes, tell us what your dietary requirements or sensory preferences are.**



## Question 8



Question 8 asks about **sensory overload**.



**Sensory overload** is when your senses take in more information than your brain can deal with, like if somewhere is too noisy or too bright and it makes you feel worried or upset.

Does sensory overload happen to you?

☐

Yes

☐

No



## Registration form



### More about question 8



At the Summit, there will be quiet rooms you can use at any time.



You can bring things that help sensory overload, like

- noise-cancelling headphones to make it less noisy
- glasses to make it less bright
- fidget toys and sensory toys.



We have noise-cancelling headphones you can use.

**Would you like to use our noise-cancelling headphones when you come to the Summit?**

☐

Yes

☐

No





### Question 9



Question 9 asks about our **crèche**.



A **crèche** is a nursery where children can be left for a short time while adults do something else, like go to work or a meeting.



The Scottish Parliament has a crèche for children who are between 6 weeks and 5 years old.



There are only a certain number of spaces in the crèche. The crèche can be used for up to 4 hours.



## Registration form



More about question 9

**When you come to the Summit, will you want to use our crèche?**

☐

Yes

☐

No



**If your answer is Yes, tell us how many children will need to use our crèche and how old they are.**





## Question 10



Question 10 asks if you will bring a **PA** or **support person** with you to the Summit.



A **PA** or **support person** is someone who supports a disabled person with day-to-day activities.

Will you bring a PA or support person to the Summit?

☐

Yes

☐

No



## Registration form



### More about question 10



If your answer is Yes, you will need to tell us

- the name of your PA or support person
- if they have any dietary requirements
- if they need anything to make the Summit accessible for them.

**If you know this information now, tell us in the box below.**



If you do not know this information now, we will contact you and ask you to tell us closer to the date of the Summit.

## Registration form



### Question 11

If we need to leave the building during the Summit because of an emergency, will you need help to do this?

☐

Yes

☐

No

If your answer is **Yes**, tell us what sort of help you will need. We will use what you tell us to make a plan for you, called a **Personal Emergency Evacuation Plan**.

☐

I am deaf or have hearing loss

This means I will need a **vibrating pager**

☐

I cannot use stairs

This means I will need **mobility assistance**

☐

I can use stairs if I have help

This means I will need mobility assistance

☐

I am blind or have sight loss

This means I will need mobility assistance

☐

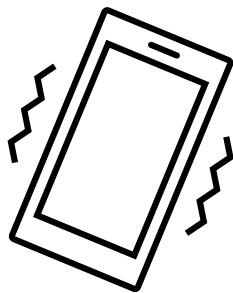
I need another person to help me leave the building

☐

I am not sure what help I will need



### More about question 11



A **vibrating pager** is a small machine that vibrates to let a deaf person know they need to leave the building.



**Mobility assistance** helps you leave the building if you use a wheelchair or need help to use the stairs.

**Will you need any other sort of help to leave the building?** Tell us about any other accessibility needs you have.

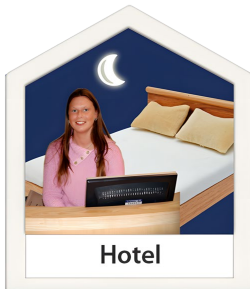




## Registration form



### Question 12



Question 12 asks about **travel** and **accommodation**.

**Travel** means how you will get to the Summit.

**Accommodation** means where you will stay if you need to stay overnight when you come to the Summit.

We might be able to help with

- how to sort out your travel and accommodation
- costs for your travel and accommodation.

Would you like us to contact you to talk about help with your travel and accommodation?

☐

Yes

☐

No



End of registration form

# What the Scottish Parliament does with your personal information



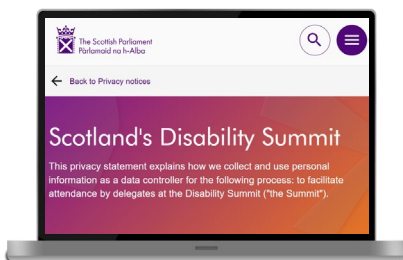
Your **personal information** means anything that lets other people know who you are, like your name or email address.



It also means information about private things like your health.



A document that says what an organisation does with personal information is called a **privacy notice**.



Go to this website to read our full privacy notice for the Summit  
[www.parliament.scot/about/information-rights/data-protection/privacy-notices/scotlands-disability-summit](http://www.parliament.scot/about/information-rights/data-protection/privacy-notices/scotlands-disability-summit)



Only people who work for the Scottish Parliament will see your personal information.



We will use your personal information to contact you and help us make the Summit accessible.



We will not put your personal information on our website.

We will put what you tell us in your registration form on a system called **Microsoft Forms**.

## Feedback

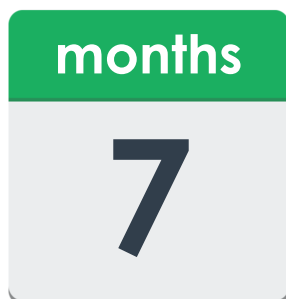


We will use information from your registration form to send you a **feedback** form after the Summit.

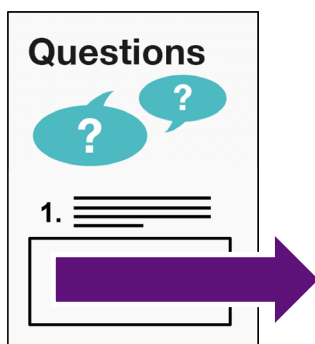
**Feedback** is when you say what you think about something.



We will delete your personal information after we send you the feedback form.



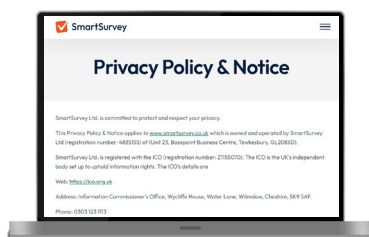
If you complete the feedback form, we will keep it on a system called **SmartSurvey** for 7 months.



After 7 months, we will move your answers to the Scottish Parliament systems and delete them from SmartSurvey.



When we do this, we will not keep your personal information.



Go to this website to read what SmartSurvey will do with your personal information  
[www.smartsurvey.co.uk/company/privacy-policy](http://www.smartsurvey.co.uk/company/privacy-policy)



## Our email address

When we send emails to you, we will send them from this address  
**[eventsandexhibitions@parliament.scot](mailto:eventsandexhibitions@parliament.scot)**



## Filming and photos

There will be a person taking photos at the Summit.



We

- will not film the breakout sessions at the summit
- will not film the breakout session that happens online.



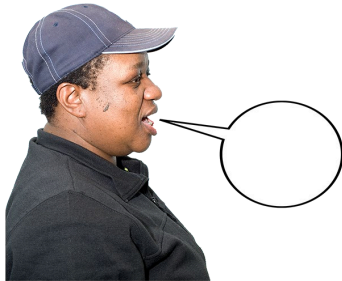
We will film the meetings that happen in the Debating Chamber.



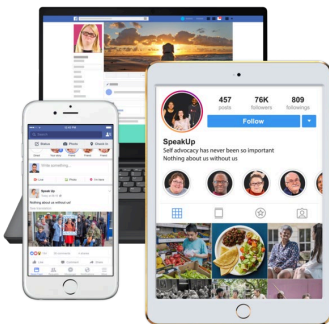
We will show the meetings live on our online TV channel. Go to this website  
**[www.scottishparliament.tv](http://www.scottishparliament.tv)**



You will be able to watch the films of the meetings on our website after the Summit has happened.



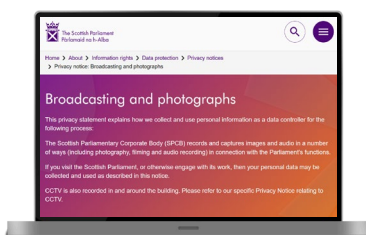
This means that if you take part in person, you might be shown on film and what you say might be recorded.



Films and photos from the Summit might also be used on our social media channels, like on **Facebook** or **Instagram**.



This means other people might see and hear you.



Go to this website to read our privacy notice about filming and photos  
[www.parliament.scot/about/information-rights/data-protection/privacy-notice/broadcasting-and-photos](http://www.parliament.scot/about/information-rights/data-protection/privacy-notice/broadcasting-and-photos)



# More information



If you have any questions about the Summit

- send an email to this address [eventsandexhibitions@parliament.scot](mailto:eventsandexhibitions@parliament.scot)
- or call this telephone number **0800 092 7500**



If you want information in other languages or in British Sign Language (BSL) please just ask us.



**Thank you. We hope you can take part in the Summit.**