

Accessibility Checklist for Events

General:

- Ensure the venue accessibility is on the website/promotional material of the event
- Consider if the event can be hybrid so people can join online
- Email Venue asking for accessibility details and ensure they meet our requirements.
- Consider timing of the event to avoid school and religious holidays, and early morning / late afternoon sessions for those with caring responsibilities.
- Include a contact name/number/email address for accessibility enquiries on the website/programme.
- Supply alternative formats for the programme if required.

Delegates/Exhibitors/Speakers:

- Ask delegates/exhibitors/speakers for any access requirements at point of registration including:
 - Copies of materials in advance of the event
 - Material printed on coloured paper
 - Braille copies of material
 - Assistive listening devices e.g. hearing loop
 - Ramped access
 - Use of a quiet room
 - BSL interpretation - if BSL interpreters are being used, then speakers should be made aware of how to work with them, and copies of the material should be shared with the interpreters in advance so they can prepare
 - Additional breaks
- Ensure pre-event communication/materials are sent in an accessible format
- Share a detailed accessibility itinerary in advance of the event
- Requirements of speakers e.g. chair, adjustable lectern/microphone stand, ramped access/temporary ramp, hearing loop etc

Venue:

Enquire with the venue in advance on the below and ensure this information is sent to relevant delegates and included on the website/material provided.

- Accessible access/lifts - large enough to accommodate a wheelchair
- Accessible toilets
- Gender neutral toilets
- Disabled parking/parking permits - do reservations need to be made beforehand
- A quiet room
- Breastfeeding area/room
- Provide information for childcare providers/facilities
- Prayer room
- Emergency exits - are they accessible

- Suitable area for assistance dogs for longer term events

Other:

- Make sure the floor plan layout is accessible for wheelchair users
- Ensure there is clear signage in an appropriate size, colour & height - to event location, toilets, quiet room etc.

Catering:

- Ensure caterers can provide for all dietary requirements
- Ensure dietary requirements are clearly labelled on separate platters
- Ensure there are accessible tables/area for wheelchair users
- Consider bringing food to delegates with accessibility requirements or make sure food is easily accessible.

Specialist Requirements:

- Make sure Audio Visual equipment is supplied if required e.g. a hearing loop, specialist headphones, live captioning etc.
- Reserve seating for people with accessibility requirements or have visual/hearing impairments
- Assign volunteers to meet with disabled speakers/delegates on arrival and to be their contact point throughout the event and to assist with food/refreshments.
- Create accessible route map for users of venue