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Making events accessible

Key consideration:

Who is your audience?

Location

Quiet room

Catering

Live streaming, captioning and British Sign

Language interpretation

Facilitators, discussion chairs and volunteers

Audience:

- Be sure you know your audience, how they are joining you and therefore what their needs are (online viewers, online participants, break-out rooms etc.)

Location:

- A room that is accessible, with enough room to manoeuvre wheel chairs and mobility aids.
- Access to nearby toilets and specific disabled toilets.
- Different types of tables and chairs, including height-adjustable chairs to aid d(D)eafblind interpretation.

Quiet room:

- A room near the main conference room that is accessible, with enough room to manoeuvre wheel chairs and mobility aids.
- Dimmed lights, reduced noise-levels.
- Additional resources for comfort: sofa, blankets, cushions and medi-pillows, earplugs, eye masks, socks and the like.

Catering:

- Ensure the caterers can provide for all dietary requirements, eg. there are vegans who are also coeliac; have clear labels on display.
- Bring food to the delegates rather than requiring them to queue for food.
- Ensure there are chairs and tables to have food and drinks.

Live streaming, captioning and British Sign Language interpretation:

- Test your technology rigorously and check how different tech teams work together.
- Keep camera views clear, tape the floors to ensure best visibility and capture.
- Be aware of contractual obligations and rights (filming rights, rights to transcripts, rights to signed videos).

Facilitators, discussion chairs and volunteers:

- Make sure everyone knows exactly what is needed of them (reminding speakers of microphone etiquette, disabled toilet access key, engaging with twitter, distributing food etc.).