




## Accessible Event & Meeting Checklist

Event/ Meeting Summary	
1. Title of Event	
2. Date	
3. Capacity of venue/No delegates required	
4. Number and capacity of break-out rooms	
5. Venue	
6. Start and Finish Times	
7. Main point of contact (facilitator/ tutor)	
8. Administrator	

Planning the Event	
9. Is the Venue fully accessible? See Guidance Note 1- Finding the Right Venue.	
10. Are caterers able to provide for vegan, vegetarian, gluten free, halal and other specific food and drink requirements?	
11. Do any delegates require private rooms to pray, breast feed, take medication etc?	
12. Do any delegates require Language (incl British Sign Language) Translators, other communication support or personal assistants? See Guidance Note 2 - Accessing Sign Language Interpreters	
13. Has a hearing loop system been booked, if required?	

<b>Speakers and Presentations</b>		
14. Have all speakers/presenters received guidance notes on producing accessible presentations and handouts? See Guidance Note 3 – Accessible formats in detail		
15. Have you received all presentations and checked them against the accessible Power Point Presentation Guidance?		
16. Are all presentations and event resources available in hard format for delegates who may find presentations difficult to see or use?		
17. Consider providing a briefing session for the event Chair, speakers and facilitators. This should include outlining any specific delegate requirements, advice on how to work with BSL and other interpreters, and speaking in Plain English.		

<b>Publicity, Event Registration and Delegate Material</b>		
18. Has all publicity material been designed to the accessible communications standard? See Guidance Note 4 – Corporate Accessible Communication Guide		
19. If images have been used, are they representative of the diverse population of the South West (i.e. do pictures include disabled people, women, people from different racial backgrounds etc)		
20. Has information been distributed at least 2 months before event is due to take place to allow for documents in other accessible formats to be requested and produced?		
21. The booking procedure for delegates should be simple. Consider using a variety of booking methods. For example completing a form and telephone registration. Include a section on each form for delegates to outline any specific requirements they may have. You could use the following statement:  'To help us ensure that all delegates attending the conference are able to participate fully please let us know about any requirements you have.'		
22. A number of seats should be reserved and allocated to delegates with specific requirements. For example: people with visual or hearing impairments may need seats closer to the front of the event; or wheelchair and guide dog users will need extra space.		
23. Have equal opportunity monitoring forms been included in delegate packs? See Equality South West Equal opportunity Monitoring form		

## On the Day



<b>Transport</b>	
24. Getting to and from the venue. Public Transport – accessible? Provide contact details (including text telephone facilities if available) for local accessible taxi companies.	
25. Disabled car parking at the event should be as close to the entrance, but where this is not possible, spaces should be a maximum of 100 yards from an accessible entrance. There should be visible signage to the entrance from the car park and these spaces should be able to be reserved for 'blue-badge' holders.	
<b>Your Team</b>	
26. Ensure your team are aware of the individual needs and expectations of people attending the event. Think about providing equality and diversity training to event staff – training should include the various requirements people may have as well as practical training on how to install and run hearing loop systems and other technology.	
<b>Sound and Lighting</b>	
27. The use of special effects, loud noises, and strobe lighting should be clearly advertised prior to event and specific information supplied to people with disabilities on the day. This is because, for example, guide dogs may have adverse reaction to loud noises or sudden movements; and strobe lighting can cause seizures for people with certain impairments.	
28. Microphones and all other PA equipment should be compatible with any hearing loop system being used.	
29. If video clips are being used, consider the need to provide audio descriptions for visually impaired people and subtitles for people who are deaf or hard of hearing. If this is not possible a script should be provided before the event.	
<b>Refreshments</b>	
30. If refreshments will be available through a self-service system, consider how people with mobility and other impairments will be supported to access refreshments. Different foods should be clearly marked as vegetarian, containing pork, gluten or wheat, halal, and vegan.	