

Accessible and inclusive events

Considerations



1. Planning the event

Area	Considerations
Promotional Materials and Registration Information	<ul style="list-style-type: none">• Ensure that promotional and registration information is available in a variety of formats (e.g., electronic format and hard copy) and in plain language.• Ensure that participants are provided with multiple options for registration including phone, email and online. Ensure that online forms are accessible.• At the time of registration, ask about any accessibility requirements that participants may have.• Whenever possible ensure that registration is available at no charge for carers. The Companion Card and similar services identifying carers and facilitators should be honoured.• Supply contact details so that people with access requirements can find out more information
Venue	<p>Ensure that the planned location for the event is accessible. Check the following:</p> <ul style="list-style-type: none">• is it close to public transport or car parking or is there a drop off point?• is there a clear path of travel to the building? Is it well signposted? Easy entry? Automatic doors?• are there stairs and if so, do they have handrails? Is there an accessible lift as an alternative to the stairs?• are accessible bathroom facilities in close proximity to the venue and• does the venue have capacity to support people with a range of accessibility requirements?• are quiet spaces available nearby for participants who may require this? Quiet zones provide refuge from the busyness and noise of the main event.• is there a place for assistance animals to rest, be toileted and watered?

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	<ul style="list-style-type: none">• Have you asked presenters, performers and stallholders if they require any access adjustments in order to attend your event?• Do emergency procedures address how people with disability will be assisted in the event of an emergency? Are event staff and volunteers aware of these procedures? <p>Note: Please remember if you cannot make every aspect of your event accessible, you can instead inform people about access and barriers before they arrive.</p> <p>YDAS (2022) advises not to be afraid to say that something is inaccessible. It's much better to specify that there is a barrier that can't be removed than surprise the person when they try to access your venue and cannot.</p>
Involving people with disability	<ul style="list-style-type: none">• Involve people with a disability in planning your event. People with disabilities have a lived perspective on how to understand what makes an accessible and inclusive event.• The City of Subiaco's Disability Access and Inclusion Committee (DAIC) advises Council on issues around access and inclusion in the community. If you are a City partner or a grant recipient and wish to receive feedback from the DAIC regarding the accessibility of your event, please contact the City on culture@subiaco.wa.gov.au.
Staff awareness	<ul style="list-style-type: none">• Ensure event staff and volunteers know how to interact with people with disability. Basic awareness training will make a big difference in making the event welcoming and inclusive.

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2. Prior to the event

Area	Considerations
Accessibility requirements	<p>Ensure that all requested accessibility requirements are arranged. This may include the following:</p> <ul style="list-style-type: none">• arranging Auslan interpreters.• arranging for any video material to be captioned.• arranging for live captioning services.• provision of written material in an appropriately accessible format prior to the event.
Maps	<ul style="list-style-type: none">• Ensure that participants are provided with accessible maps highlighting accessible facilities and services in an appropriate format. This may include visual, text and audio maps.

3. On the day of the event

Area	Considerations
Signage	<p>Ensure that all requested accessibility requirements are arranged. This may include the following:</p> <ul style="list-style-type: none">• arranging Auslan interpreters.• arranging for any video material to be captioned.• arranging for live captioning services.• provision of written material in an appropriately accessible format prior to the event.
Maps	<p>Ensure that participants are provided with accessible maps highlighting accessible facilities and services in an appropriate format. This may include visual, text and audio maps.</p>

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Communication	<p>Ensure that access to and location of, venue facilities is communicated to participants. This might include:</p> <ul style="list-style-type: none"> • the presence of a hearing induction loop or infrared hearing assistance system • the location of accessible bathroom facilities • the location of assistance animal rest areas • the location of quiet spaces
Accessible Path of Travel	<ul style="list-style-type: none"> • Ensure that clear paths of travel are provided both outside and within the venue. The venue and environs should be clear of obstacles and trip hazards such as electrical cables should be moved or taped down.
Venue	<ul style="list-style-type: none"> • Ensure that the venue is well lit throughout and that glare is minimised. • For outdoor events, ensure that shaded areas are provided for people who are sensitive to heat or who experience light or glare sensitivity.
Furniture	<ul style="list-style-type: none"> • Ensure that the registration table is at an appropriate height for all participants including wheelchair users and people of short stature. • Ensure that buffet lunch tables are at an appropriate height for all participants including wheelchair users and people of short stature. • For <i>standing events</i>, provide some chairs for people who may not be able to stand for extended periods or who may experience fatigue. • For <i>both</i> of the above, ensure that some seating with arms is available.
On stage	<ul style="list-style-type: none"> • Ensure that the presenters and any participants who need to, can access the stage or equivalent. Ramps to the stage need to comply with Australian Standards. • Lapel microphones or adjustable height microphones should be used to accommodate people at different heights. • Roving audience microphones are provided where audience participation is anticipated.

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Emergencies	<ul style="list-style-type: none">• Ensure that there is an emergency plan for the event, that staff are aware of the plan and that emergency procedures address how people with disability will be assisted.

4. After the event

Area	Considerations
Follow up	<p>Ensure that any written materials from the event (e.g., conference papers) are provided to participants in appropriate accessible formats.</p> <p>Seek feedback from attendees regarding the accessibility of the event and any suggested improvements.</p>

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References

Australian Disability ClearingHouse on Education and Training. 2017. Inclusive and accessible events on campus. <https://www.adcet.edu.au/disability-practitioner/your-role/inclusive-and-accessible-events>

Australian Network on Disability Event Accessibility Checklist. 2022. <https://www.and.org.au/pages/event-checklist.html> (*February 2022, this resource is no longer available on the AND website*)

Meetings and Events Australia. 2021. "Accessible Events. A Guide for Meeting and Event Organisers" https://www.meetingsevents.com.au/sites/default/files/uploaded-content/website-content/accessible_events_guide.pdf.

Youth Disability Advocacy Services (YDAS). 2022. Planning accessible events and activities. <https://www.yacvic.org.au/ydas/resources-and-training/together-2/actions/planning-accessible-events-and-activities/>

East Primary Care Partnership (IEPCP). 2022. Event accessibility checklist. <https://iepcp.org.au/wp-content/uploads/2018/11/Accessibility-Checklist-for-Events.pdf>