

### Accessible events

An accessible event allows people with disabilities to participate. With just under one in five people reported to be living with disability, being proactive about accessibility simply makes sense.

As an event organiser, you are responsible for taking all reasonable steps to ensure your event is inclusive for people with disabilities.

The checklist below has been developed as a starting point for event planning at Federation.

### Things to consider when planning your event

1	Have you included a way for attendees to register their specific disability needs? Suggested wording for advertisements 'If you have any disability access or support requirements in order to participate, please let us know when you RSVP'. Always include a telephone and email contact for disability-related enquiries	<input type="checkbox"/>
2	If additional disability support needs are requested, have you considered contacting Diversity and Inclusion (for staff events) or the Disability and Learning Access Unit (for student events) for advice?	<input type="checkbox"/>
3	When presenting online, describe your slides for people who have low vision or blindness.	<input type="checkbox"/>
4	Are all event locations accessible (no steps or barriers) for wheelchair users? Is there adequate space to move about?	<input type="checkbox"/>
5	Are accessible toilets located nearby? Is there appropriate signage from the event to the accessible toilets?	<input type="checkbox"/>
6	Is the stage accessible to people using wheelchairs, mobility scooters and walking aids?	<input type="checkbox"/>
7	Are paths and ramps free from signs, stalls or banners?	<input type="checkbox"/>
8	Is seating provided for people that may not be able to stand for the duration of the event?	<input type="checkbox"/>
9	Are tables and chairs provided where food is served? Some people with disabilities may not be able to carry or hold a plate of food without a table to place it on.	<input type="checkbox"/>
10	If organising self-serve food or tea and coffee, will a staff member be available to help a person with a disability if required?	<input type="checkbox"/>
11	Consider dietary needs and options available.	<input type="checkbox"/>
12	Will there be special lighting effects used? Some special effect lighting (for example strobe lighting) can affect people with disabilities. How will you let attendees know about this before the event? Is the special effect lighting for a short amount of time or throughout the whole event? Consider how you will let attendees know.	<input type="checkbox"/>
13	Is seating available at the front for people with low vision or for those who lip read?	<input type="checkbox"/>

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- 14 For all presentations, consider the appropriate level of amplification (microphones and speakers) for the venue. Keep in mind that many people have some level of hearing difficulty.
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- 15 Is the audio-visual equipment accessible to a speaker/presenter using a wheelchair? Is the equipment at a height where they can both access the controls and be visible to the audience? Is there enough circulation space around the controls?
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- 16 Consider removal of all background music during presentations as this can impede reception for people that are hearing impaired and people with processing disorders.
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- 17 Are you familiar with [University's Mobility Access Maps](#) (page 3 of the campus map)? Are you familiar with the most accessible route from disability access parking to the event location? Consider how you will let attendees know about accessible routes prior to the event. Consider signage.
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