

Development Services

Building Control Section Access Officer

Organising Accessible Meetings/Seminars/Conferences

CHECKLIST

Venue:

- Select a venue which is physically accessible and also accessible to those with sensory impairment. All its facilities should also be accessible e.g. WC, bar, restaurant etc. (See Facilities list below). Some higher chairs with armrests should be provided. Consult the Access Officer or local Access Group on the venue's accessibility.

Transport and Car Parking

- Make sure there is adequate parking close to an accessible entrance and provide clear directions
- Organise transport, if necessary, and give a start and finish time so that transport can be pre-booked.
- Be aware that inaccessible and inadequate transport can be a big obstacle for many disabled people.

Information

- Follow 'Clear Print Guidelines' (at least 12 pt size), with large print and tape/CD/Braille available on request.
- Booking forms should contain a section for special requests such as diet or support services etc.

Suggested wording for invitations to meetings

Please indicate whether you require any of the following:

- Wider parking space reserved
- Documentation in large print format
- Documentation on audio tape
- Documentation in Braille.....
- Facilities for your personal assistant to accompany you
- Sign language interpreter or other assistance with communication
(e.g. speech to text reporter, lip reader -

Please specify the exact type of service required:

.....

Dietary needs (please specify

.....

Any other requirements.....

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Facilities.

The following should be provided:

- Facilities for guide dogs e.g. space and water
- An induction loop that can also be linked to a sound system for larger venues. **This should always be switched on and not have to be asked for.**
- Time during the meeting for those with communication difficulties to 'have their say'
- Good lighting and reserved space at the front for lip readers
- Sign language interpreters or other communication support (on request)
- Spaces distributed evenly throughout the room for wheelchair users
- A contact number for the meeting in case a delegate is delayed
- A designated help person(s) who has received awareness/equality training e.g. to guide blind delegates to the various facilities
- Rehearsed procedure for emergency evacuation