10 Tips on How to Organise an Accessible Event

Recently, we have been getting a number of queries on how to organize accessible events. The following are ten things to consider to ensure your events are accessible.

1. Consider access when promoting the event. Ensure all promotional material highlight that the event is accessible and if people require assistance on the day, they should let the organisers know in advance. Know your audience and target local groups.

2. If you are sending out a booking form, ensure you get details on any special requirements (dietary requirements; loop systems; sign language interpreters; speed text; information in alternative formats etc. see overleaf for contact details)

3. Ensure public transport is within easy reach of the venue and ensure your venue is accessible. A common complaint is the lack of directional signage upon reaching the venue.

4. Ensure room furniture is arranged to allow everyone to participate and ensure speakers podium is accessible for all

5. Be welcoming and assist people if needed. Ensure staff are easily identifiable. Let people know about housekeeping at the beginning of the event. Tell people where the toilets, fire exits, etc are.

6. Ensure there is a choice of seating location and ensure mixed seating is provided at the event.

7. Ensure the content of the meeting is presented in an accessible way. This includes written material in alternative format on request; auxiliary aids (loop systems etc) and ensuring audiovisual presentations are accessible.

8. Remind speakers that they should avoid using abbreviations, jargon, technical or specialist terms during their presentations, which may not be understood by participants or ensure that these terms are clearly explained during the presentation

9. After the event, ensure minutes, proceedings etc should be available in alternative formats.

10. Ensure evaluation forms and feedback cover access issues.

To rent a hearing loop system:

Neil Maguire

National Association for Deaf People

35 North Frederick Street

Dublin 1

Tel : 01 8723800

E-mail: Neil.maguire@deafhear.ie

Web: www.deafhear.ie

To rent a sign language interpreter:

Sign Language Interpreting Service

Hainault House

The Square

Tallaght

Dublin 24

Tel: 01 4139670

Mobile: 0879806996

Web: www.slis.ie

To rent a speed texter:

Irish Deaf Society

30 Blessington Street

Dublin 7

Minicom: 01 8601910

Tel: 01 860 1878

Web: www.irishdeafsociety.org

To get a document translated into braille.

Arbour Hill Braille Unit

Arbour Hill Prison

Arbour Hill

Dublin 7

Tel: 01 472 4058

Fax: 01 472 4082

E-mail: arbourbraille@hotmail.com

To translate a document into Plain English

Plain English Department
National Adult Literacy Agency

76 Lower Gardiner Street,
Dublin 1

Phone (01) 855 4332

Fax (01) 855 5475

Email simplyput@nala.ie

Web: www.simplyput.ie