

Making Your Event Accessible



Tips for making your event accessible

Events, such as conferences and training sessions, are powerful tools for fostering connections and knowledge sharing. To maximise their impact, we need to ensure these events are accessible to everyone.

By prioritising inclusivity for people with disabilities and special needs, we open doors to a wider range of voices and perspectives, enriching the experience for all participants.

Choosing the venue

- ◆ When selecting the location for the event choose a venue with lifts, public transport access and facilities such as accessible bathrooms and nearby green areas where assistance animals can take breaks.
- ◆ Ensure your event space has an accessible stage or speaker platform (generally with ramps) for people who use wheelchairs or other mobility aids to assist all presenters (no one wants to fall down the stairs).
- ◆ Venues with break out rooms assist participants who need to take a



moment away from the crowds. If there is a quiet space and prayer room at the location, that is even better.

- ◆ Ensure there is sufficient, unobstructed floor space for people who use wheelchairs, have mobility aids, or assistance animals to be able to move about with ease.
- ◆ Offer the event as a hybrid option where participants can attend either in person or virtually.

Conference Materials and Documents

- ◆ Ensure that invitations and materials promoting the event are accessible and inclusive and can be used with assistive technology.
- ◆ If you have a registration process, ensure it is in an accessible format or provide alternative means for people to register.
- ◆ Make the conference website, agenda, and other conference materials accessible to people with disabilities. Where possible, share accessible versions of the agenda and presentation materials before the event provide these materials to interpreters and captioners.



Venue and Event Logistics

- ◆ When choosing the AV equipment, note that speakers with physical disabilities may find a lapel mic more convenient to use than a podium or handheld mic. For attendees who wish to ask questions, having a volunteer bring a roving mic to them can be more accessible than going to a standing mic.
- ◆ Use a public address (or PA) system (microphone and speakers) for meetings or events in a space with poor acoustics or when hosting 16 or more people.
- ◆ Arrange an Auslan interpreter and live captioning.
- ◆ Include access to menu items that cater to particular dietary needs. It is best practice to ask about specific catering needs during the registration process.
- ◆ Arrange the room so that everyone has good visibility to the speaker and visuals.
- ◆ Include sign language interpreters and real time captioning.
- ◆ Reserve a few seats in the front and back rows and the aisles of each session for people with disabilities, pregnant women, or other people who need easy access to seating and exits. Mark or reserve these seats, so they are not accidentally used by attendees who could sit elsewhere.
- ◆ Designate a person to assist people with additional requirements at the entrance to the venue and/or the registration desk.
- ◆ Ensure staff are easily visible for questions or assistance throughout the event.
- ◆ Allow sufficient breaks and time for participants to transfer between areas if utilising different spaces during the event.
- ◆ If you schedule social activities as part of the conference or event, ensure these too are accessible