

Inclusive Events Guide

2023

Introduction

When organizing an event, it is crucial to prioritise the access and inclusion of individuals with disabilities. Ensuring that events are accessible and inclusive means that people with disabilities can participate in every aspect of the event, from purchasing tickets to entering the venue and accessing all areas, including parking, restroom facilities, and food areas. Inclusion in an event entails providing an experience that is equal to that of everyone else attending.

Please refer to the "Inclusive Event Guide" provided by the Strathbogie Shire Council. This comprehensive guide will offer valuable insights and strategies for creating an inclusive environment for individuals with disabilities. By implementing the guidelines outlined in the guide, you can ensure that your event caters to the diverse needs of all attendees, fostering an atmosphere of equality and inclusivity.

Inclusive Events Checklist

INVITATIONS AND PROMOTIONAL MATERIAL	Yes	No	N/A
Plain and legible font, text size is minimum of 12-point type size			
Includes information about the venue's accessible facilities e.g. parking location, public transport, drop-off locations			
Guests have the option of registering or booking through multiple communication channels			
Guests have the option to identify if they have access requirements e.g. accessible parking, an audio loop or sign language interpreter			
Guests have the option to identify if they have any dietary or cultural requirements			
Images with people are inclusive and diverse			
No discriminatory images, language or content, and no gender, cultural, religion-based, age-based and LGBTQI+ stereotypes			
The Venue			
Continuous accessible path to the venue from the parking bay and the closest bus stop is available			
Are the entrances, lifts, ramps and walkways widths comply with Australian Standards?			
Is the venue clear of obstacles, and trip hazards such as cables should be removed or taped down?			
Does the venue have strong bright lighting?			
Is an Accessible toilet available?			
Are entrances, steps and curbing ramped?			
Is there an accessible emergency exit?			
Is there sufficient space between tables for wheelchair access?			
Is the table height accessible to wheelchair users and people of short stature? This includes refreshment tables and buffets			
An audio loop is installed at the venue			
Evacuation procedure in case of emergency meets the needs of people			

with disability			
Is there clear easy to read signage outside?			
Do any grassy areas need to be covered with flooring materials to make mobility easier?			
Are any additional accessible parking or drop off points?			
Are the catering tables or food vendors (including food trucks) at a suitable height for wheelchair users?			
Information			
Can the venue be easily accessed by public transport?			
Is written material available in plain English/Easy English alternatives?			
Is the information given at the event available in accessible formats? Or can be provided shortly after?			
Is there an Auslan interpreter available?			
Staff and Volunteers			
Are there support staff to assist people with disabilities?			
Have staff been briefed on the rules and regulations in relation to assistance animals?			
Event			
Includes an Acknowledgement of Country or a Welcome to Country			
Speaker line-up is diverse in terms of age, gender, and cultural and religious background to reflect the diversity of the attendees			
Catering considers people with limited diets			
Food is clearly labelled as vegan, vegetarian or gluten-free, and indicates allergens			
Scheduled sufficient breaks for people with medical or personal needs			

This list is only a starting point for making events inclusive and accessible for everyone. Think of what you and your events team can do to improve your event's accessibility and inclusiveness and make an action plan.

Universal Accessible Symbols

Wheelchair Accessible



Indicates access for people with mobility aides, including wheelchair users.

Access (Other Than Print or Braille) for Individuals Who Are Blind or Have Low Vision



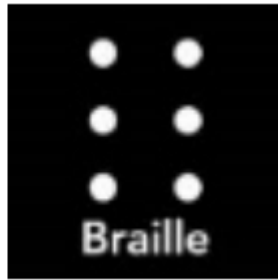
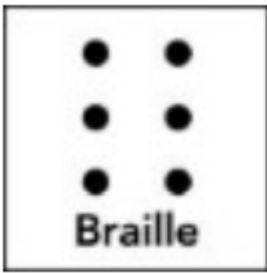
Indicates access for people who are blind or have low vision. Can be used for tours or exhibitions that have tactile features.

Accessible Print (18 pt or Larger)



Type needs to be at least 18pt or larger to identify as large print.

Braille



Indicates that printed material is available in Braille

Audio Description



Indicates a live narration of visual elements provided by a Audio Describer.

Assistive Listening Systems {Hearing Loop}



Indicates that there is a hearing loop or other hearing system available.

Closed Captioning (CC)



Indicates that closed captioning is available.

Open Captioning (OC)

OC



Indicates that open captioning is available.

IMPORTANT NOTE: Open captions are always in view and cannot be turned off. Closed captions are controlled by the viewer and can be turned off at any time.

Information



Indicates the location for information about the event and accessibility

Sign Language Interpretation



Indicates that AUSLAN sign language interpretation available.

Volume Control Telephone



Indicates there are telephones that have handsets with amplified sound and/or adjustable volume controls.

Inclusive Language

It is important to recognize that individuals should be referred to as "a person with a disability" rather than labelling them as "disabled" or "handicapped." Using person-first language emphasises the person's identity and places their disability as only one aspect of who they are. It is crucial to remember that individuals with disabilities possess a range of abilities and should not be defined solely by their disabilities.

- When communicating about specific disabilities, it is recommended to use appropriate terminology:
- Refer to a person as "deaf" rather than "hearing impaired" when they have a hearing disability.
- Use "blind" or "with low vision" instead of "vision impaired" to describe someone with visual impairment.
- Use the term "wheelchair user" to describe someone who relies on a wheelchair, avoiding phrases like "wheelchair bound" or "confined."

Always prioritize focusing on a person's abilities rather than their disabilities. Highlight what they can do and encourage their exploration of different activities without imposing limitations.

If you are uncertain about how to accommodate or interact with a person with a disability, do not hesitate to ask them directly. Most individuals with disabilities are happy to answer questions, as it can help break down stereotypes and eliminate barriers of exclusion.

Here are some additional considerations to ensure inclusivity at your event:

- For a PowerPoint presentation, provide printed copies in large print to accommodate individuals with low vision.
- Allow extra space between chairs around a table to accommodate mobility aids such as wheelchairs, walkers, and guide dogs.
- Make sure that feedback sheets are available in large print, enabling everyone to provide their input.

By following these guidelines and promoting inclusivity, you can create an environment that respects and includes individuals with disabilities.