



# Accessible Event Guide

## Points to note about this guidance

- The guidance is focussed on what an event organiser should consider. This includes guidance for meetings and events. The expectation is that locations, venues, AV equipment and catering already provide information about their suitability. You should contact King’s Timetabling/King’s Venues for specific queries about rooms.
- It should be noted that as an educational establishment, we are obliged by law to make reasonable provision for disabled people regardless of whether they tell us in advance.

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## Guidance when planning an event

- [King's Venues 'Organising an event' general information](#)
- [Event Safety Planning Guide](#)

## Practical Considerations when planning an event

- Date of event e.g. half term, religious festivals.
- Does your event take place within office working hours (9-5pm)? Consider start and finish times, particularly during school term time.
- Also consider that individuals, for reasons relating to their faith, may be required to undertake particular obligations at certain times on certain days. These times can either be avoided, or facilities can be made available for religious observance.
- Explicitly consider the diversity of speakers you invite to take part in your event.
- Consider arranging for your [event to be filmed/recorded, and subtitled](#). If using live streaming/captioning etc test the technology, keep camera views clear and tape the floors. Be aware of contractual obligations and rights to content.
- Consider costs for adjustments, e.g. sign language interpreter, media in alternative formats, large print handouts. You may require a subtitling service, which is currently outsourced - please contact Diversity and Inclusion for more information.

## Meeting/event venue

- Most spaces that can be used for events on [King's campuses are accessible](#).
- Indicate when requesting a room of any particular requirements that you are aware of at time of booking. If you require a room at short notice/there is a last-minute room change, be mindful of the accessibility implications there may be.
- If you are holding an event off campus make sure you check on its accessibility.
- Ensure you have [fire drill/evacuation information](#) for any venue used.
- Ensure the meeting room and its layout will not be too cluttered for the numbers of people you are expecting, there should be enough space for people to move about easily, room to accommodate assistance dogs and turning spaces for wheelchair users.
- Consider what layout you could use which would be more user-friendly – cabaret, theatre, or meeting room style.
- After a meeting/event, conversations can often continue into the corridor, stairways, or lifts, try to ensure these networking opportunities are open to all individuals.
- Ensure you communicate where [accessible toilets/baby changing facilities](#) are.
- If possible, you may consider having a quiet room near the main conference room with enough room to manoeuvre wheel chairs and mobility. This should ideally have dimmed lights, reduced noise-levels.

## Advertising your event

- Advertise in [a variety of formats/media](#) (print, web, social media, posters).
- Give an alternative registration option (online, telephone, email etc.)
- Link to [access guide for a particular room/location/campus](#) etc. your event is taking place.
- Where car parking is provided, information should be provided as to the availability of disabled parking, and should be close to the venue.
- Whether you are holding a meeting/event on or off campus please be aware that the attendees may require reasonable adjustments, which you should try to arrange. At the earliest stage (email, agenda etc) you should use a similar message to the one below. Be mindful of disabled staff who may have specific adjustments for meeting arrangements. *Please let (organiser) know if you have any access and/or dietary requirements, or any other queries/Please fill in your requirements here (text box)*
- Give individuals the opportunity to inform you of any special requirements/access needs when they sign up (either in a free text box, or email address).
- If you are providing food and/or drink ask for any dietary requirements.
- If you plan on serving alcohol, it would be good to communicate this in advance.
- Provide information about the venue clearly and in a number of forms (e.g. text directions, map, include postcode).

## Speakers and delegates

- Check the needs of the presenters as well as delegates (with as much advance notice.)
- Sign language interpreters can be used. This service is outsourced. Please contact [Diversity and Inclusion](#) for more information.
- Inform anyone who may be deaf or hard of hearing [if induction loops are installed.](#)
- If you plan on hosting a conference/Skype call, please be mindful of the needs of staff and ensure everyone can participate. It is advisable to test the provider works before the proposed call. Once agreed be mindful of location of microphone, camera, use of slides, recording/transcription services where appropriate.
- Delegates or speakers who indicate that they will require assisted evacuation will need a personal emergency evacuation plan; contact Health & Safety Services for support.
- Discuss with each presenter the importance of developing a [presentation that will be accessible](#) to all participants.
- Is funding available to allow those to attend who may have [caring responsibilities](#) (especially if outside office hours)?

# Presentations and other materials

- Ask for presentations to be prepared in advance to [provide alternative formats or digital versions](#) in advance of the event.
- Use sufficiently large (at least 18pt, no smaller than 12pt) sans-serif e.g. Arial is preferred and left-aligned font for presentations.
- Provide a printed copy of any information displayed on a screen or digital copy e.g. USB stick.
- Brief speakers to read aloud any large sections of text that delegates will be required to read or refer to all items on the screen.
- Please include basic audio description for key images.
- Use a simple and uncluttered layout for all documents.
- Jargon free language, where possible.
- Avoid block capitals, where possible
- Avoid background fill, where possible
- Use high contrast colour schemes, where possible
- Consider data labels (e.g for someone who may be colour blind)
- For larger/complex materials, read the '[Top Tips for Accessible Communications](#)' guidance and KEATs' '[Creating accessible learning resources](#)' guidance which has some advice/tips on accessibility in documents, video, audio and navigation.

# Food and drink

- Make sure that those providing the catering (internally or externally) are aware of any dietary requirements.
- If you are providing catering, make sure there are some chairs available in the room.
- If you plan to provide alcohol make sure that an alternative, non-alcoholic option is available and consider serving the alcohol only once the main event has taken place.
- If your event falls [during Ramadan or another religious festival/period](#), include a statement to say that the event holders are aware that some people may be fasting/observing religious practice. Share information on nearby quiet space/prayer facilities available on campus.
- If possible, bring food to the delegates or have a designated space for individuals with dietary needs to collect their lunch. This can help avoid issues with queues eg other delegates picking up someone else's lunch by mistake, someone with a mobility aid having to navigate a cramped space whilst collecting their lunch, cutlery, drinks (especially when in a buffet setting).
- Someone with a service/assistive animal e.g a dog, may require a dog bowl.

## For the day

- Make sure everyone knows exactly what is needed of them (information reminding speakers of microphone etiquette, disabled toilets, childcare/prayer room facilities etc.).
- Reserve seats at the front of the room for those who have indicated that they are deaf or hard of hearing and any sign language interpreters.
- Make sure that all signage clear and placed appropriately.
- Have members of staff/student ambassadors available to assist attendees with directions or help to their seat.
- Have clear instructions who is the contact on the day of the event is if there are any problems re. access /dietary requirements.
- Make sure that [reception and security staff are aware](#) of the event and visitors.
- Make sure that you make a clear announcement at the beginning of the event indicating if there is a planned fire alarm, and where the emergency exits are in case there is an evacuation.
- Ensure emergency evacuation procedures are communicated at the start of an event, especially to those new to King's who may require assistance during an emergency.
- Consider providing written materials (handouts, etc.) if needed to be disseminated in a variety of formats, such as large print, using a clear layout as standard etc or sharing digital copies.
- Using [Microphones for event](#) (including questions and answers).
- Include feedback on accessibility in any surveys or questionnaires you use after the event.

## Further information

- [Parenting rooms](#)
- [Gender neutral toilets](#)
- [Places of worship/quiet space](#)
- [Wheelchair accessible rooms](#)

## Important contacts & further resources

<a href="#"><u>King's Venues</u></a>	Coordinate events, information about accessibility issues	<a href="mailto:kingsvenues@kcl.ac.uk"><u>kingsvenues@kcl.ac.uk</u></a>
<a href="#"><u>Timetabling Services</u></a>	Room accessibility/alterations, centrally bookable space	<a href="mailto:timetabling@kcl.ac.uk"><u>timetabling@kcl.ac.uk</u></a>
<a href="#"><u>Disability Advice Service</u></a>	General enquires and assistance regarding disabled students	<a href="mailto:disability@kcl.ac.uk"><u>disability@kcl.ac.uk</u></a>
<a href="#"><u>Health &amp; Safety</u></a>	Information regarding emergency evacuation arrangements	<a href="mailto:safety@kcl.ac.uk"><u>safety@kcl.ac.uk</u></a>
<a href="http://Accessible.co.uk"><u>Accessible.co.uk</u></a>	General accessibility information for King's campus buildings	
<a href="#"><u>Diversity &amp; Inclusion</u></a>	Consultancy advice about disability	<a href="mailto:diversity@kcl.ac.uk"><u>diversity@kcl.ac.uk</u></a>
<a href="#"><u>Harassment: It Stops here</u></a>	Report incidences, provide additional information about support available	
<a href="#"><u>Audio Visual</u></a>	Book AV equipment and provide information about suitability	
<a href="#"><u>Campus Receptions</u></a>	For information	
<a href="#"><u>Campus Security</u></a>	For information	
<a href="#"><u>Chaplaincy</u></a>	For queries about religious provision including prayer rooms/quiet space	<a href="mailto:dean@kcl.ac.uk"><u>dean@kcl.ac.uk</u></a>