



# Accessible event guide

## Assume you will have participants with disabilities

Whether they disclose to you or not, there is a high probability that you will have participants with disabilities. Planning and delivering an event that is inclusive and designed to meet the needs of disabled people will help you avoid a last minute rush to put support in place.

## Book an accessible venue

An accessible venue is one that is free of stairs, close to mobility parking, has an accessible toilet nearby, space for people with mobility devices to move freely, sound amplification and good acoustics.

## Invite participants to disclose any disability related needs before the event

For example a seat may need to be reserved at the front for someone with a vision impairment. Do this as early as possible in advertising the event and ensure any reasonable requests are acted upon. If a participant has needs that you are not sure how to meet, we are happy to provide advice.

## Designated mobility car parking is available

For students, contact [disability@victoria.ac.nz](mailto:disability@victoria.ac.nz)  
For staff, contact [carparking@victoria.ac.nz](mailto:carparking@victoria.ac.nz)  
For visitors, contact [info@victoria.ac.nz](mailto:info@victoria.ac.nz)

## Provide key information in advance

This is particularly useful for people with vision and hearing impairments and those whose impairment impacts on their stress levels in social situations, concentration or learning. Having time to review the key information in advance will enable your participants to be prepared and better able to focus at the event.

## Ensure content is presented inclusively

Key aspects of inclusive delivery include: microphone usage, avoiding the whiteboard, videos with captions, having handouts with key points available, speaking to any visual information.

## Frequent breaks

Everyone benefits from frequent breaks and these are particularly helpful for people whose impairment impacts on their concentration, fatigue or pain.

## Housekeeping and ground rules

Start the event with: housekeeping that includes emergency instructions and the location of the toilets; and ground rules so that everyone knows how to engage and what to expect.