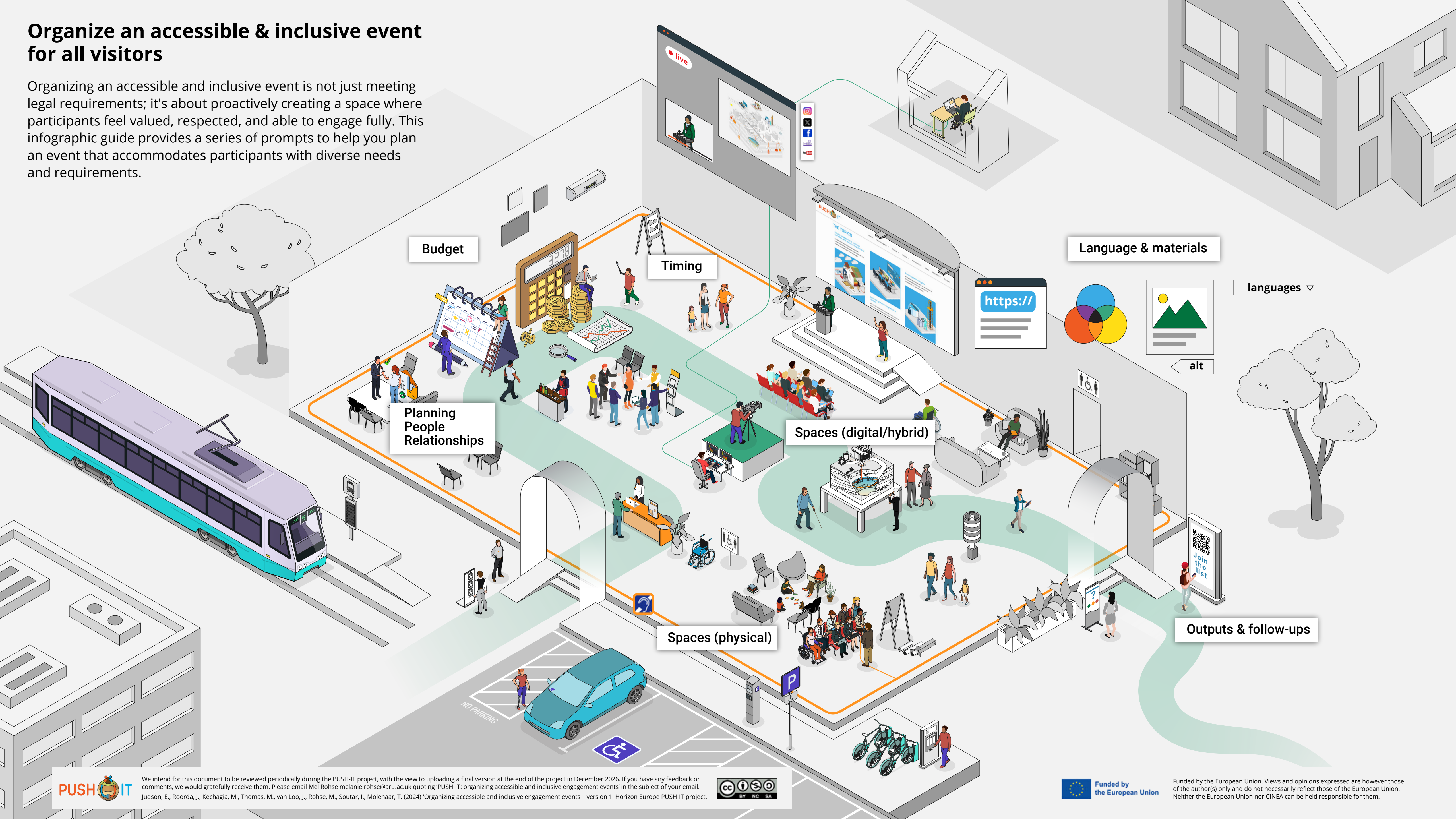


Organize an accessible & inclusive event for all visitors

Organizing an accessible and inclusive event is not just meeting legal requirements; it's about proactively creating a space where participants feel valued, respected, and able to engage fully. This infographic guide provides a series of prompts to help you plan an event that accommodates participants with diverse needs and requirements.



Budget

Timing

Language & materials

languages ▾

Planning
People
Relationships

Spaces (digital/hybrid)

alt

Spaces (physical)

Outputs & follow-ups

Budget, planning, people, relationships, timing

Planning

- Does the event interfere with working hours, childcare commitments, religious holidays etc.?
- How do you handle conflict?

Budget

- How is the budget allocated?

Ethics

- Are there ethical implications to the event?

Catering & Dietary requirements

- Are food & drinks provided during the event?
- Have participants been asked about allergies or other dietary requirements?

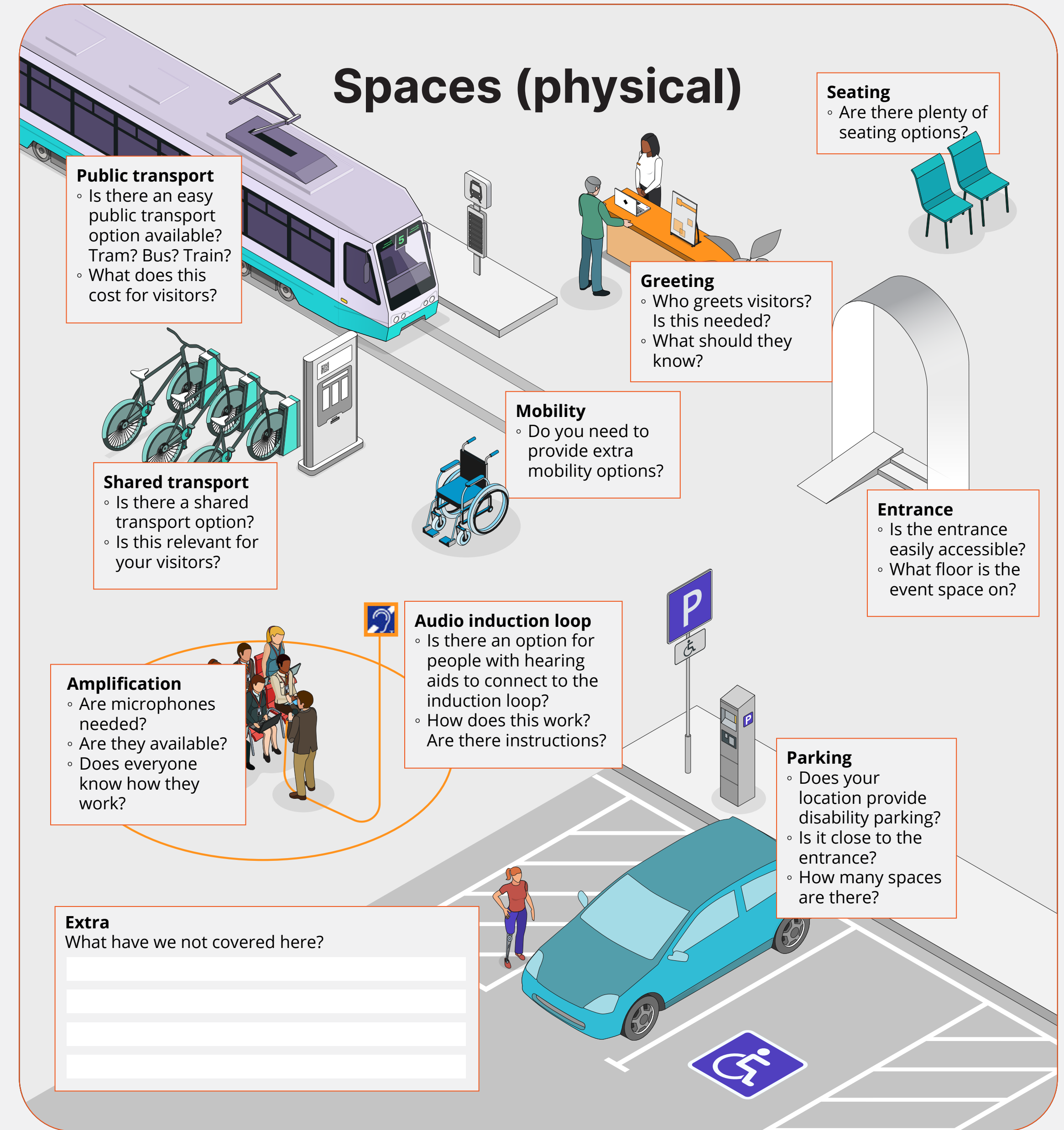
Consent social media

- Are photos/videos taken for PR/communication purposes and distribution on social media?
- Have participants been given information how to opt out if they wish?
- Has consent been provided in an accessible format?

Location

- How do people know where the event is?
- Are there construction works nearby interfering with sound?
- Is there a backup?

Extra
What have we not covered here?



Spaces (digital/hybrid) language & materials

Digital

- What platform do you use for your digital event?
- Is that platform accessible for people with visual impairments?

Streaming

- Is there a livestream?
- Where do you host this?
- Is this accessible for all digital visitors?
- Will there be closed caption?

Remote

- What elements of the event will be available for remote visitors?
- Can they participate?

alt

languages ▾

Language

- What will be the main language of the event? Will the audience understand you?
- Do you provide translation services?

Colour/materials

- Have you considered participants with visual impairments or dyslexia when designing the format/colours of the materials used?

Extra
What have we not covered here?

Outputs & Follow ups

Recording

- Will you provide a copy of the recorded event/materials to those who could not attend?
- When and how will these be available?

Feedback

- How do you ask your visitors for feedback?
- Do you include digital and paper provision?
- Are there accessible formats?

Data

- What type of information do you ask from your visitor?
- Is this the best way to contact them?
- How do you save this data?

Extra
What have we not covered here?
