



Best Practice for Inclusion – Events

This best practice checklist has been developed to help all events (meetings, training sessions, conferences, information fairs, open days and other activities) be planned and organised in a way that are as inclusive and accessible as possible

The information below is designed act as a reminder of the things that should be considered when organising and delivering an event and help to ensure that events are inclusive and accessible for as many people as possible.

The suggestions below are not exhaustive, and you may have to respond to other requirements, which are dependent on requests made by participants.

Checklist

Are my speakers/panel members drawn from a diverse community?	
Is the timing of my event inclusive? (allowing for care responsibilities or religious observance for example)	
Have I checked that attendees don't need specific diets considered for catering?	
Have I asked if there are reasonable adjustments that can be made to aid attendance?	
Have I checked the venue to ensure it has accessible access?	
Is the venue easy to get to on public transport/is there disable parking available?	
Is it possible to record the event for people who can't attend?	
Is there a private or designated space near to the venue for people to use for short periods, for example, for religious observance, to administer medication or to take a break?	
Is my signage inclusive, easy to read and positioned at a level where people can read it?	
Are the presentations created in such a way that they are easy to read?	
Have I scheduled adequate breaks into my event?	
Have I nominated a helper/assistant to support anyone who needs extra assistance?	
Are my name badges inclusive? Do they have the option to include preferred pronouns?	
Following the event, have I included an option to comment on accessibility and inclusion in my feedback forms?	



Consider the use of an accessibility statement for example: We will do our best to fulfil your requirements to allow you to fully participate in this event. Please let us know in advance of the event if you have any special requirements such as dietary needs based on religious or medical grounds, require handouts in advance and/or in alternative formats such as Braille or large print, or access needs such as, wheelchair access or the provision of hearing loops.

If you are planning to take photographs, ask for permission to do so at sign up, you may wish ask people to wear a different coloured name badge or place a sticker on the badges of those people who do not wish to be photographed.

Ensure a statement has been included in the invitation and confirmation for the event about GDPR (General Data Protection Regulation) This should be clear about how personal information, such as data relating to, contact information, pronouns, disability, will be stored, used and deleted.

If you use a booking system such as Eventbrite ensure you link to their Data Protection Page - https://www.eventbrite.co.uk/support/articles/en_GB/Troubleshooting/eventbrite-eu-data-protection?lg=en_GB

If you are using an internal system such as Forms, you should link to your Universities Data Protection pages.

Please refer to and include a link to the joint Code of Conduct document which sets out the expectations our training programmes have for all participants in our events.

If you would like more help or advice, please contact

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