

Creating Accessible Events (digitally and in-person)

Consider access issues, including choice of venue/online platform, accessibility of information and how you will respond to requests for further information on issues such as ease of access.

For more advice and information, contact [the Disability Resource Centre \(disability@admin.cam.ac.uk\)](mailto:disability@admin.cam.ac.uk) or the Festival Team (opencambridge@cam.ac.uk)

Advice for Digital Events and Activities

- For live events, test the platform well before the event to ensure that the audio and video quality is sufficient. Ask the speaker to keep background noise to a minimum (e.g. by wearing headphones, using a microphone, if available, shutting doors and windows, choosing a room with less echo) - background noise is distracting and can be picked up by hearing aids/radio aids at the same volume as normal speech.
- Consider using a captioning service during a live lecture and/or providing a transcript of a recorded lecture before/after your event. Check whether the platform you are planning to use provides live captioning support.
- If creating a presentation to share at a digital event, [this guidance](#) from the World Blind Union covers most of the main points to consider
- For guidance on writing and formatting accessible content for the web, there is information from Content Design London concerning readability guidelines:
<https://readabilityguidelines.co.uk/clear-language/plain-english/>
<https://readabilityguidelines.co.uk/content-design/>
- If creating a PDF activity, [this government page](#) has advice on creating accessible documents.

Advice for In-Person Events

- Assign a lead person for accessibility issues during the event
- Ensure all staff and volunteers know who this person is and that they can be located quickly and easily, providing their name and contact details in all briefing documents for the event
- If registration is required for your event, ask attendees to provide information about access requirements when booking. Make sure you note these requirements and have appropriate provisions in place before the event.
- Check level access routes in your venue and ensure staff and volunteers are aware of level access routes. Clearly signpost them throughout the venue.
- If a lift is needed to reach your venue, ensure it is accessible to people in wheelchairs and those with pushchairs. Brief all staff and volunteers about use of the lift. If a staff or volunteer is required for lift operation, assign one person to this role.
- Check the location and access routes for all toilets and brief staff and volunteers on their locations. Clearly signpost routes to toilets. If a toilet requires a key to access it, assign one staff member to hold the key. Make sure all staff and volunteers know who has the key and that it can be accessed quickly and easily. If your building does not have an accessible toilet, find out where the closest one is and share this information with staff and volunteers.
- The University has provided accessibility details about most internal venues on [here](#), via AccessAble. Make sure you check these are up to date for your venue.
- Consider providing information in accessible formats.