Accessible Events Checklist

This document aims to support staff involved in the planning, organising, publicising and running of events which are open to the public or have external guests attending.
It should be used in conjunction with the Accessible Events Policy and the Non-teaching Room Bookings: Policy, Roles and Responsibilities, and Procedures.
Whether using a Space Management & Timtabling (SM&T) controlled room or not, event organisers **MUST** review this checklist **before** making any room booking or requesting a venue via SM&T to ensure full consideration of the possible needs of intended audience, delegates & speakers.

Watch 'Embedding equality, diversity and inclusion into university events' for more info on making your event more inclusive as well as accessible.

Event Name	
Date	
Time	

1. Event Venue

ALL Public events or those which have external attendees	
	SM&T will automatically look for an accessible venue as long as they are told the event is open to the public or has external guests attending. *Ensure you answer the questions about this correctly when requesting a venue via their online form. Remember to book additional set-up/take down time.
	Once you have a proposed venue, please bear the following in mind and check with SM&T/Audio Visual Services (AVS) if you need assistance: If there are any stairs to venue, there must also be a ramp or lift which wheelchair users should be able to use independently. Find out where these are and ensure an accessible route is signposted on the day. Find out where the nearest accessible toilet facilities are and ensure the route to them is accessible and this is clearly signed on the day. Is a public address system of some sort available or can be provided? BSL interpreters and Live Captioning services (captioning by a person either at the venue or remotely, rather than via automatic/AI created) need to be booked and confirmed **well in advanced**. Is a Hearing Assistance system available or can be installed? *A list of UofG rooms where installed can be obtained from AVS or the Equality and Diversity Unit. Portable Loop systems may also be available from AVS.*
Event specific	
	Event to be held on different floors within same building? If so, can a wheelchair user or those with mobility impairments access all floors?
	Refreshment areas/break out rooms nearby and fully accessible? Wheelchair users should be able get to them without assistance.
	Delegate's overnight accommodation required? Are accessible bedrooms available and near event site?
	All event staff (such as those who will show delegates to seating area) trained in disability and accessibility awareness.
	Will there be a delegated member of staff available to help attendees with any access issues on the day?

2. Parking

ALL Public events or those which have external attendees	
	Accessible car parking available nearby? (ideally within 50m).
	Is the route from parking accessible without major obstructions?
	☁ Any construction in progress/planned for date of event? Are there dropped curbs? Is it a gravel path which would make access difficult for a wheelchair user?

3. Emergency Procedures

ALL Public events or those which have external attendees	
	Ensure you and staff assisting at the event review the University's [Assisted Emergency Evacuation](#) arrangements.
	First aid provision – ensure you have the University Campus Security emergency contact details available. **Emergency Number: 0141 330 4444**

4. Pre-event planning and administration

ALL Public events or those which have external attendees	
	Is budget contingency available for possible additional support arrangements.
	☁ Such as costs for sign language interpreter, live captioning, large print or Braille transcription, specialist headphones for audio description on videos. Interpreters and live captioning services need to be booked well in advanced – contact [Equality and Diversity Unit](#) for contacts.
	☁ Where there is a fee for the event, free place or reduced pricing, should be made available for personal support workers.
	Is the agenda/programme timetabled to ensure a degree of flexibility to take into account any alterations which may be required?
	☁ People with mobility impairments may need added time to move between rooms/sessions. Support workers, such as sign language interpreters, may require regular breaks and delegates with chronic medical conditions (e.g. diabetes) may require regular refreshment breaks.
	Check requirements of **speakers** and **facilitators**.
	☁ They themselves may need additional requirements/adjustments eg. Chair/ramped access/BSL interpreter/captioning/hearing loop
	Speakers, facilitators (and exhibitors) given deadlines for submissions etc prior to the event.
	☁ Ask for speakers/notes/slides in [accessible and electronic formats](#). Ensure submission deadlines allow for provision of information in alternative formats (eg Braille/large print), should these be requested.
	Audio Visual equipment required
	☁ Speakers **must** use public address system/microphone – book with [Audio Visual Services](#). If a speaker/delegate requires use of the infrared hearing assistance system, do they need a headset to be provided? Contact the [Disability Service](#) for these.
	Technical Support and Event Stewards arranged.
	☁ Use of 'roving' microphones if audience participation is required during any sessions - allows the whole audience as well as any sign language interpreters to hear questions/comments – book with [Audio Visual Services](#).

5. Pre-event publicity / registration information

ALL Public events or those which have external attendees

A. Publicity

Ensure an equality/accessibility statement is included in the event information. Suggested equality/accessibility statement wording which should be on both the registration form and any programme announcements:

> "We aim to ensure all people have equal access to public events. If you need alternative formats or other reasonable adjustments, please contact (name of person) on (telephone number) or via email: (email address here) with your request by close of business on (deadline) so that arrangements, where possible, can be made."

Include the following if the event is to be held on the Gilmorehill campus
> "Due to our hilltop campus, limitations may be encountered."

If your event is being held in a venue shown in the University's AccessAble guides, include a link to the particular guide in your event information.

Event publicised in variety of formats/media.
Print, web, social media, email forums, posters.

B. Registration arrangements

Ensure any registration form asks attendees about any additional adjustments requirements and provide space to note those specific individual requirements.
Alternative formats, BSL, personal support, access or dietary requirements.

Alternative registration options made available.
Online, telephone, text phone or email.

Requested adjustments clarified with delegate(s), where necessary.

Any issues with requested adjustments?
Refer to Disability Service/Timetabling for further assistance or advice.

C. Venue

Do any requested adjustments make the venue unsuitable?
Refer to Disability Service/SM&T for further assistance or advice.

Reservations must be made for any disabled parking space requests?
Event organisers must book Visitor Parking Permits via the Business Systems Portal.

Notify Facilities Services of any room layout requirements resulting from requested adjustments.

D. Booking Confirmations - Confirming booking provides you with another opportunity to request additional adjustments with deadline for receipt. Word confirmation message accordingly.

Provide confirmation in appropriate format as requested by the delegate/attendee (mail/email/telephone).

Confirm any additional adjustments/support agreed.

	Provide venue information such as maps, directions, accessible entrance and access routes, assistance dog toileting arrangements etc.
	 💭 Find directions/maps for University locations at
	      https://www.gla.ac.uk/explore/maps/
	      If your event is being held in a venue shown in the University's AccessAble guides, include a link to the specific guide in your event information.

6. On the day

ALL Public events or those which have external attendees
A. Signage

	Clearly printed in appropriate size, font and colour. 💭 Not displayed too high/out of sight for wheelchair users.
	If secondary 'accessible' entrance route also being used, ensure signage and directions in place there too.
	Ensure signage for route from venue to accessible toilet facilities is in place.

B. Emergency procedures

	Is a fire drill due while event is in progress?
	Check with venue's Facilities staff about where the assembly point is.
	Ensure emergency evacuation procedures are communicated to those who may require assistance during an emergency, including any support workers, as part of the 'housekeeping' information provided at the start of the event.

Event specific (and will depend on adjustments requested)
C. Main Room Set Up

	Audio Visual equipment and Technical Support in place. 💭 **Mandated use of microphones** for speaker(s) and for audience participation sessions. Hearing assistance system equipment. Live captioning working?
	Aisles 38"/95cm or wider to facilitate wheelchair access.
	Allocate specific seating point for each wheelchair user that allows a clear view. 💭 Try not to create a 'disabled' area – treat everyone as individuals.
	Speaking area/podium accessible? 💭 Remember speakers/presenters may have mobility impairment.
	Space left at front of room, near the podium or primary speaking area, for sign language interpreters.
	Seating reserved near the interpreters for delegates/attendees who are deaf or hearing impaired.
	Any tables at appropriate height for wheelchair users.
	Provide seating for exhibitors
	Provide specific area for assistance dogs 💭 This should a separate area from the wheelchair users.

D. Registration / Stewarding	
	Are staff aware of disability equality issues and briefed about their duties in relation to disabled delegates?
	System in place for handing out pre-arranged alternative format delegate packs?
	Spare alternative format delegate packs available?
E. Refreshment Areas – if catering at event	
	Serving points accessible for wheelchair users.
	Furniture moveable to allow wheelchair users access to group seating areas.
	Some seating and tables provided if buffet style refreshments.
	Menu information accessible or assistance available to outline options.
F. Food and Drink – if catering at event	
	Dietary requirements requested by delegates provided and are on clearly labelled separate platters.
	Variety of cup types available, as well as straws.
	Personal assistance available for those who require it. Particularly important for buffet and self-service catered refreshments.

NOTES

AccessAble

Online description of the physical access features of over 90 university services and buildings

www.accessable.co.uk/organisations/university-of-glasgow

Watch 'Embedding equality, diversity and inclusion into university events' for more info on making your event more inclusive as well as accessible.

Useful University Contacts

Space Management and Timetabling (SM&T) - venue requests and Non-teaching Room Bookings: Policy, Roles and Responsibilities, and Procedures
Email: Timetabling@glasgow.ac.uk
https://www.gla.ac.uk/myglasgow/estates/timetabling/

Disability Service - advice, assistance and support relating to additional support arrangements
Email: disability@glasgow.ac.uk
Tel: 0141 330 5497
https://www.gla.ac.uk/myglasgow/disability/

Equality and Diversity Unit - advice and guidance on the Accessible Events Policy
Email: equality@glasgow.ac.uk
https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/

Audio Visual Services
Email: avbook@glasgow.ac.uk
https://www.gla.ac.uk/myglasgow/av/

Catering and Events - catering and special dietary requests
E-mail: catering@glasgow.ac.uk
https://www.gla.ac.uk/myglasgow/cateringandevents/

Conference and Events
Email: conferences@glasgow.ac.uk
https://www.gla.ac.uk/events/conferencesandevents/

Facilities Services
Contact individual contacts for each Zone, depending on venue location
https://www.gla.ac.uk/myglasgow/estates/facilities%20services/

Campus Security Team
Tel: 0141 330 4282
Emergency Number
Tel: 0141 330 4444
https://www.gla.ac.uk/myglasgow/securityandoperationalsupport/

Parking requests
Book via Business Systems Portal

Chaplaincy - information on religious considerations
Email: chaplaincy@glasgow.ac.uk
Tel: 0141 330 5419
https://www.gla.ac.uk/myglasgow/chaplaincy/