Before the event

Raising awareness; preparation:

☐ Make staff aware of the importance of accessibility; instruct them in how to identify typical problems; provide <u>guidelines</u> ((verlinkt auf Themenseite)) to assist them.

☐ From the start, communicate to participants your commitment to addressing their needs and ensuring that the event is accessible, i.e. in the event announcement and invitation, at registration, and then on site. Ask participants to let you know you of any special needs during the registration procedure.

☐ Make presenters aware of requirements for accessible presentations; provide assistance or guidance in this regard. Check if speakers need barrier-free access or assistive technology.

☐ A separate budget must be allocated for any additional costs that may be incurred.

Event venue:

☐ Check whether barrier-free travel to and from the venue is possible by public transport, and whether parking spaces are available for disabled drivers.

☐ The room should have enough space for several screens, e.g. in order that script and sign language interpreters can be projected onto them. The screens should be placed not far from the main screen, so that participants can comfortably look from one to the other.

☐ Position interpreters so that they are clearly visible. Ensure that both the speaker and the sign language interpreter can be seen from every seat and that wheelchair users have enough space. Mark out the areas equipped with an audio induction system if this doesn't cover the entire room.

☐ The stage should also be accessible via a ramp and have a height-adjustable lectern. This helps smaller people and speakers in wheelchairs.

☐ Technical equipment for the event should comprise a high-quality loudspeaker system with enough microphones, an audio induction system, one or more beamers, one or more screens, and high-performance internet access (WLAN router). Make sure there are enough power sockets for laptops, electronic devices and aids.

Information materials:

Accessible content is content that can be understood by everyone – so always provide alternatives. For a picture, provide text; for an audio file, a transcription; for a video, an audio description and subtitles, and ideally a sign language video.

☐ Presentations and written documents should be formulated in plain language, and written material offered in Braille.
A minimum font size in a sans-serif font is important for visually impaired people: e.g. in Arial 12 pt., better still 14 pt., with line spacing of at least 1.2 pt. High-contrast colours enhance readability.

☐ Prepare your website in line with accessibility criteria to enable speech output or Braille display via a screen reader.

☐ Install a number of large information signs at appropriate heights to help wheelchair users find their way.

☐ Information stands and displays should be accessible without steps or sills, and at easy reach for mobility-impaired people.

☐ Information on wheelchair-accessible entrances and toilets should be given early on – in the event announcement, or at latest in the invitation.

☐ Provide various contact options for queries: telephone, e-mail, online form, post.

☐ Supply interpreters and participants with the presentation documents well in advance.

Assistance and aids:

☐ Organise and book sign language and plain language interpreting or speech-to-text interpreting (real-time captioning)* in good time.

   * Speech-to-text interpreting is a way of making the spoken word accessible at events, particularly to hearing-impaired people who don't understand German sign language. The interpreter listens and simultaneously translates the speech to text, which is then displayed on a screen for participants.

☐ Are projection screens and inductive listening equipment available in the event room for transmitting interpreting services?

☐ Ensure the internet connection is stable, so that interpreting or speech-to-text services can be accessed remotely. Otherwise, arrange to have a technician on-hand at the event.

☐ Consider providing tablets for participants to read text files, listen to audio recordings and view videos and images. Content can be enlarged and text read aloud. ePUB 3 format, which improves the accessibility of digital content, works on tablets.

☐ Find out in good time if a personal assistant is needed on site to take care of the needs of people with disabilities.

☐ Ensure that the staff at reception, registration and during the event are trained and aware of accessibility issues.

☐ Make sure the speakers are well lit, so that it is possible to read their lips.

During the event

Reception:

☐ Identify event staff and helpers (greeters/escorts) by clearly visible badges.

☐ All event materials, including a wayfinding guide, building plan, programme brochure etc. should be clearly displayed and easily accessible at the reception desk. They should also be offered in plain language and audio, and ideally online. Avoid flyers with complicated folds, such as spiral fold.

☐ QR codes make it easy for participants to log in or access the event website. Short links make it easy to type a web address into a browser window.

☐ Have mobile devices (tablets) on hand to lend out. Be proactive in offering these to participants and communicate clearly that they are available.

Presentations and materials:

☐ Tell participants at the start of the presentation how they can attract attention if they don't understand something.

☐ Adapt your presentation to the audience and, if possible, use plain language. Articulate clearly and don't speak too quickly. Deploy short sentences and avoid foreign words. Use pauses in the speech. Describe key pictures and diagrams.

☐ Slides should contain meaningful pictures and a minimum of text. Use a readable sans serif font e.g. Arial or Calibri, at least 16 pt. Choose strong colour contrasts such as black/yellow (not red/green).

☐ Each speaker must use a microphone (either headset or lapel) that is connected to the inductive sound system.

☐ Have sufficient microphones available in the room for interpreters, presenters, and those in the audience wishing to speak.

☐ Seats closest to the presenter should be reserved for people with hearing disabilities.

☐ Ensure that sufficient support staff are on hand who understand microphone technology and can help quickly if a difficulty arises.

Breaks:

☐ Participants should also be able to leave the room easily during the presentation. Provide support staff.

☐ The presentation should last no more than 90 minutes. Allow long enough breaks to avoid a rush and to give sufficient time for attending to individual needs.

☐ See that participants can retreat if necessary.

☐ Provide sufficient food and drinks. Take into account possible food intolerances and, if necessary, identify critical ingredients. Offer vegetarian options.

☐ Place food and drinks on buffet tables within easy reach of people of short stature and wheelchair users. Don't use decorations that could be dangerous for visually impaired people.

☐ In addition to bar tables, provide accessible tables with chairs.

☐ Supply straws for assisted drinking.

Outside participation:

☐ Broadcast the event via livestream and provide the link in good time. The website transmitting the livestream must be accessible.

☐ A moderator must ensure that participant messages are brought to the plenary.

☐ Sign language interpreters and speech-to-text translation should be displayed in an additional camera image that can be selected and deselected.

After the event

Documentation:

☐ Make presentations, videos, audio files, and transcripts available on the internet. The website must be accessible.

☐ Recordings should be captioned, and beamer presentations included in the video.

☐ Recordings should be playable at different speeds.

☐ Make PDFs accessible – see the [Seven golden rules for more accessibility](#).

☐ Inform participants as soon as the information is accessible and say where it can be viewed. Offer to send information by e-mail or post if requested.

Feedback:

☐ On the event webpage itself, set up an event rating form and specifically ask participants how satisfied they were regarding accessibility.