

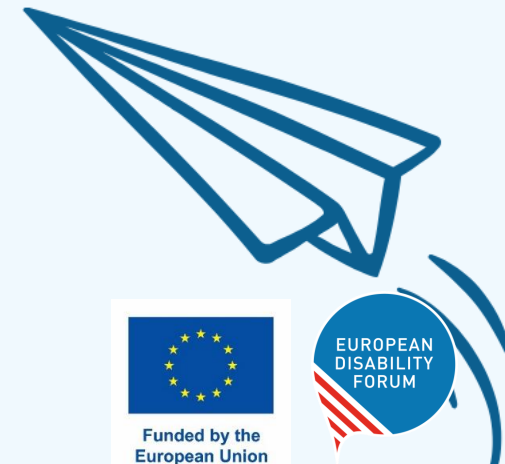


How to make an event accessible for persons with disabilities

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Commission. Neither the European Union nor the granting authority can be held responsible for them.

Housekeeping

- EDF's [Anti-harassment](#) and [Safeguarding](#) policies – which apply in this meeting.
- Q&A box for content related questions and chat to request support for technical issues. Raise hand if you cannot write
- International Sign Interpretation
- Real time captioning in English
- Automatic translation in French and Bulgarian



Agenda

1. Highlights from the European Disability Forum's accessibility checklists by André Félix, European Disability Forum
2. Making presentations accessible for persons with difficulty to process information by Vera Bonvalot, Brain Injured and Families - European Confederation
3. Making events easy for persons with intellectual disabilities by Soufiane El Amrani, Inclusion Europe

11 :00 – 11 :10 Coffee break

4. Making an in-person event accessible – experience from the Danish Presidency to the EU by Christoffer Nielsen

Questions and answers





Highlights from the EDF accessibility checklists

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Commission. Neither the European Union nor the granting authority can be held responsible for them.

Agenda

What to expect

Main points

Online events

In-person events

Presentations

What to expect

- Main points on event accessibility
- Resources to learn more
- Focus on materials and presentations
- **No** concrete recommendations of venues, providers.

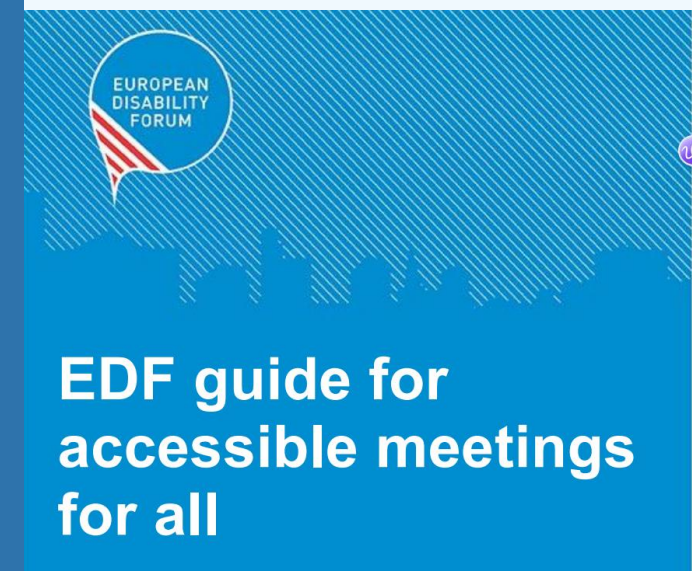


EDF Accessibility resources

- [EDF Guide for Accessible Meetings for All](#)

Resources:

- [EDF Events Checklist – Making campaign events accessible \(PDF\)](#)
- [EDF Guide for Accessible Meetings for All \(PDF\)](#)



Main points

- 1. Accessible venues:** step-free, accessible bathrooms, networking areas, signage, hearing loops. Quiet areas.
- 2. Inform in advance:** Promotion of event must indicate if accessible; registration form (if any) must ask accessibility.
- 3. Providers:** Real-time captioning and sign interpretation.
- 4. Materials:** send in advance, ensure accessible materials (large print, braille, contrast, easy-to-read.)
- 5. Presentations:** brief speakers, speak slowly, have way for participants to signal.
- 6. If in doubt, ask:** reach to concerned persons. Do not guess.

Good ramp / Bad ramp



Sign language interpreters

- Sign interpreters provide simultaneous interpretation.
- Often working in teams.
- Two-way communication.
- Consider they also need to be hired for networking/breaks.
- Send materials, agenda in advance.
- National Sign Language and International Sign.



Real time captioning

- Provides real time written recording.
- Often working in teams.
- Often allows remote access (in laptops/phone) and access to transcript.
- One-way communication.
- Send materials, agenda in advance.



Online events

- Guarantee sign interpretation and captioning.
- Send materials in advance to participants.
- Ensure registration is accessible. **Ask questions** regarding accessibility.
- Ensure the platform is accessible.
- **Explain** accessibility features, including interaction.
- Ensure visual support and video.
- Maximum 2h30, with breaks every hour.
- If interactive event: guarantee accessibility and alternative participation.

In-person events: space

Take into account:

- Step-free or ramps - 90cm wide and with a maximum 5% slope
- Size of doors and passages (85 cm wide or 110 if sliding doors°)
- Accessible toilets and parking.
- Podium/stage with ramp.
- Chairs and lower tables are available during breaks.

In-person events: venue

Take into account:

- Venue with induction loop;
- Lightning – adjustable if possible. Not too bright, not too low;
- Quiet room;
- Emergency information in accessible format
- Accessible signage;
- Lifts.



In-person events: during event

Take into account:

- Speakers use microphones (assistance to hold if needed);
- Accessibility contact point or help desk;
- Provide participants with an easy way to ask speakers to speak slower.

Presentations

- I have visual support when doing a presentation (even if it's just keywords on a slide).
- My visual support has text with a sans-serif font with a size of at least 28.
- I describe visual content.
- I speak slowly.
- I stop speaking and repeat if someone asks.
- I have a small summary of my points at the end of my presentation.

Summary

- Consider accessibility of venue and platform, materials and external providers.
- Announce your measures.
- Make sure that solutions are actually accessible.
- When in doubt, ask.
- Make sure presentations and interaction are accessible: microphones, brief speakers.

10:50 – 11:00



The logo for the European Disability Forum, featuring a blue circle with a red and white striped banner at the bottom. The text "EUROPEAN DISABILITY FORUM" is written in white capital letters inside the circle.

EUROPEAN
DISABILITY
FORUM

Thank you!

Special thanks to Adam, Leyre, Veerle
Mary Peterson



Funded by the
European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Commission. Neither the European Union nor the granting authority can be held responsible for them.