Accessible and Inclusive Events

Everyone has a role to play to ensure access and inclusion for people with disability.

When organising an event, whether it's a small indoor meeting or a bigger outdoor community event, there are some things to consider that will make your event enjoyable for everyone.

Here are some considerations that can help to accommodate people with disability. This is not an extensive list, but is a good place to start when planning your event.

Location / Venue

✓ Select a venue that is easy to find, has adequate parking, including disability parking bays, and can be accessed by public transport (if available).

✓ Select a venue that is easily accessible for people with disability and has lifts and ramps (if relevant).

✓ Check that the acoustics of the venue are adequate and, where possible, noise from external sources (traffic, crowds, etc.) does not interfere with the event.

✓ Ensure accessible bathrooms are available and check that these are clear of clutter and can be easily accessed.

✓ Contact your local Council to enquire about signage for temporary additional disability parking bays if needed.

Promotional Material and Communication

✓ Make your promotional material available in as many formats as possible (e.g. printed, large print, electronic, audio, Braille, Easy English).

✓ On your promotional material, consider using Arial font (recommended minimum size of 12pt), which is the preferred font of Vision Australia and the Australian Royal Society for the Blind, to assist those that have a vision impairment.

✓ Outline the accessibility features of the venue on the event promotional material (e.g. wheelchair accessible, hearing loop available, etc.).

✓ Provide information about accessing the venue, including location of disability parking bays, general parking, public transport, and venue drop-off points.

✓ Ensure participants can register for the event in a range of ways, including by phone, email, SMS, online or in person.

✓ Presenters should describe any visual information in their presentations if people with vision impairment are present.

Event Layout

✓ Check if your event requires extra disability parking bays.

✓ Your event MC or organiser can provide a verbal explanation of the layout of the venue at the start of the event, including directions to toilets, food areas, breakout rooms, fire exits and emergency evacuation points.

✓ Provide sufficient space between tables and chairs for wheelchair access.

✓ Ensure table height is accessible to wheelchair users and people of short stature. This includes registration tables, information booths, refreshments and food tables.

✓ For standing events, provide chairs for people who may experience fatigue.

✓ The venue should be clear of obstacles and trip hazards.

✓ Provide a separate, quiet area to allow participants to take a break if needed.

✓ Avoid strobe lighting and flashing lights, or if needed for the event, provide advance warning.

✓ Provide a ramp to the stage (if required) and ensure it complies with Australian Standards.

✓ Aim to have the venue lit evenly throughout.

Other Considerations

✓ Familiarise yourself with the laws surrounding service animals in Australia.

✓ For ticketed events, Companion Cards and similar services be honoured.

✓ Consider utilising an Auslan interpreter.

✓ Consider a hearing loop for your event.

✓ Provide a variety of meal options and items that are easy to eat. Include foods that do not require utensils or intricacy. Ensure special meals (e.g. vegetarian, gluten free, etc.) are clearly labelled and easily accessible.

✓ Consider captioning for videos or movies.

✓ Where appropriate, consider audio description for videos or movies. If they cannot be audio described, ask if the presenter can supply visual information that a person with low vision may be able to access.

Seek input and feedback from people with disability before and after your event to ensure the event is as accessible and inclusive as it can be.

Useful Links

Australian Human Rights Commission ....*https://www.humanrights.gov.au*

Equal Opportunity Commission ....*https://eoc.sa.gov.au*

Australian Network on Disability ....*https://www.and.org.au*

Disability Inclusion Act 2018 ....*https://www.legislation.sa.gov.au*

Adelaide Plains Council..*https://www.apc.sa.gov.au/CouncilPlans*

Town of Gawler ....*https://www.gawler.sa.gov.au/disabilityaccess*

The Barossa Council .... *http://bit.ly/RegionalDAIP*

Light Regional Council..*https://www.light.sa.gov.au/RDAI-Plan*

**An initiative of the Barossa, Light and Lower North
Regional Disability Access and Inclusion Plan Project Team**