Checklist for planning an accessible event

1. communication & information

- ☐ Information must always be perceptible with at least two senses. This can be ensured, for example, by
  - ☐ Subtitles for videos
  - ☐ Haptic exhibits at on-site events
  - ☐ Audio description for illustrative material
  - ☐ Translation into plain language for complex content

- ☐ Accessible design of the invitation
  - ☐ Sans serif and sufficiently large font
  - ☐ Note colour contrasts
  - ☐ Digital invitations should be suitable for screen readers
  - ☐ Printed invitations should contain Braille

- ☐ Accessibility should be a fundamental part of the marketing communication surrounding the event
  - ☐ Clearly label and communicate accessible offers for participants
  - ☐ Asking participants about their needs and supporting them

2. selection of the venue

- ☐ Is there disabled access to all parts of the event? e.g. to:

  - ☐ Building entrance
  - ☐ Guest room
  - ☐ Stage
  - ☐ Passages during stand construction
  - ☐ Different levels through lifts
  - ☐ Catering area (including accessibility of the catering offer)
  - ☐ Networking opportunities (table heights adapted to requirements?
  - ☐ Sanitary facilities

☐ Have all barriers been adapted to the needs of all participants through structural measures? e.g. through
  ☐ Ramps
  ☐ Guidance systems
  ☐ Height-adjustable tables
  ☐ Mobile cloakrooms
  ☐ Mixed seating
  ☐ Sufficient lighting
  ☐ Information signs

☐ Is all information accessible to everyone? e.g. through:
  ☐ Signage for two senses
  ☐ Information and communication aids (inductive hearing systems, audio description, etc.)
  ☐ Screens

☐ Are there enough barrier-free parking spaces available?

3. arrival and departure

☐ Is the location accessible by public transport?
☐ Communication on accessibility in public transport at the event location
☐ Does it make sense to set up a shuttle?

In addition to information on how to get there, it is important to clarify how participants with restrictions or disabilities can get from the car park / the nearest public transport stop to the event location:

  ☐ Is there a support service in place?
  ☐ Have needs been identified so that specific support can be provided?
  ☐ Are employees sensitised to possible needs?

4. programme design

☐ The most important aspect is to raise awareness among speakers, workshop leaders and programme participants so that everyone is able to get their message across successfully.

☐ Offer of support for the perception of the content and participation in the programme, e.g. through:
  ☐ Sufficient lighting of the stage situation
  ☐ Interpreters, surtitling or subtitling
  ☐ Translation into easy language
  ☐ Screens for visually impaired people
  ☐ Audio description
  ☐ Haptic exhibits
  ☐ Inclusive interaction offers, if planned