

# 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?

How can participants get from the car park / the nearest public transport stop to the event venue:

- ☐ 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**

- ☐ raise awareness among speakers, workshop leaders and programme participants
  
- ☐ 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

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