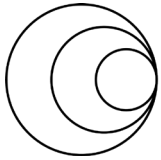# Accessibility toolkit
for event organisers

We are delighted you have chosen Hinxton Hall Conference Centre as the venue for your event. At Hinxton Hall Conference Centre we recognise the importance of events being accessible to all. For this reason, we have put this accessibility toolkit together for organisers to use, which is informed by past events and experiences, in order to work together to help your event be as inclusive as possible.

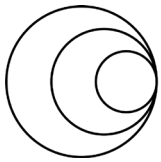## Contents

Documents for delegates with extra access needs

☐ **Venue access information document** - you can share this with your delegates at point of registration, so they are able to make informed choices as to whether our venue facilities meet their needs. Please do let us know if your delegates have any additional questions not covered in this document.

☐ **PEEP (personal emergency evacuation plan) questionnaire** - Anyone with an accessibility requirement will be required to complete a PEEP questionnaire, so that we can assess if a personal emergency evacuation plan is required for them for their time at the conference centre. Please ask us for this questionnaire if you require it for any of your delegates.

☐ **Virtual tour** – you can find our virtual tour here.

Event organiser toolkit

Our toolkit takes the form of a list of topics and actions you could consider in the lead up to your event. If you have any other questions or are unsure about how to address any accessibility issues, we would be pleased to help. Our team has undertaken 'disability confidence' training.

Delegate needs

1. Check in advance if attendees or speakers need anything to be able to participate in the event. Include a line on your event's registration page such as 'is there anything we can do to enable you to be able to fully participate in this event?'

2. When planning your sessions, think about session lengths, and break frequency. Shorter sessions and frequent breaks are helpful for everyone, especially anyone with neurodiversity.

3. Consider offering sign language interpreters or real-time captioning services for attendees who are deaf or hard of hearing.

4. Consider offering quiet spaces. We have additional rooms that can be hired and used as quiet areas for your delegates.

5. Do you need additional signage? Particularly if using more than one room.

6. Understand our rules around service animals/assistance dogs – which we welcome.

7. Consider common allergens and dietary restrictions.

Communicating about your event

1. Use clear and simple language in all communications.

2. Where possible, provide information in advance.

3. Ensure your event website and digital materials are accessible and compatible with screen readers and assistive technologies.

4. Consider offering materials in multiple formats on request (large print, digital and braille)

5. Provide maps of the venue, links to the virtual tour, clear arrival instructions and transport information.

6. Make it easy for people to get in touch with questions, by offering multiple communication methods.

7. Be clear and transparent about what you can and can't provide. This will help manage expectations and allow delegates to make informed choices.

Presentations and materials

1. Guide speakers on creating accessible presentations. More information can be found on this Gov.uk webpage: https://accessibility.blog.gov.uk/2018/03/13/advice-for-making-events-and-presentations-accessible/ .

2. If you have speakers who are not used to the stage, can they have some time to practice to familiarise themselves with the space and AV?

3. Make sure a microphone is used at all times, including during any Q&As. We suggest lapel mics as these give consistent coverage.

4. Distribute presentation materials in advance allowing attendees to prepare and follow along more easily.

5. Make slides and content available afterwards can allow people to digest information in their own time.

6. Offer handouts and printed materials in large print or accessible digital formats.
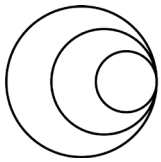
hinxton hall
conference centre

Feedback and continuous improvement

1. Collect feedback on how accessible your delegates found the event.

2. Continuously improve by implementing changes at your next event, based on feedback.

This is a live document and we'll update it as any new learning occurs. We would also be very happy to receive further input and suggestions. Please email these to us at conference.centre@hinxtonhall.org .