Access Guidelines for UTS Events and Training Sessions

This document aims to help you plan a more inclusive event by taking into account the needs of people with disability who may be attending as presenters, participants or sponsors.

To ensure that your event can be accessed and enjoyed by people of all ages and abilities it is important to consider the items listed in this document.

Driving Principles for Accessible Events and Training at UTS
We want to make sure that:
- Everyone can get into, be comfortable in and move around the room
- All visual information is offered in other formats, such as verbally described
- All verbal information is offered in other formats, such as visually described
- Everyone can participate in all processes within events and training

We do this because we want to remove barriers in society for people with disability.

Minimum Considerations for All Events:
Here are a few suggestions of how we can create an accessible event and training:

- On the invitation or registration, ask if anyone has any access requirements to attend the event. A sample registration form can be found at the end of this document.
- Make sure there is universal access to the venue (i.e. a venue that is flat, has lifts or ramps to the stage and seats etc), and use universal access symbols when promoting
- Ensure all staff are aware of disability access considerations and are briefed as to how best to assist anyone with disability.

Specific Considerations for Events

Planning
- Have you allocated financial resources to ensure accessibility? Can accessibility be increased through event design rather than procurement? Can extra staff assist during the event to help attendees if they need it? Do you have a list of preferred access services to hire if needed?
- Are you using an accessible venue? What are your options?
- Have you created an event agenda and facilitation style that allows for equal participation? That is, does the facilitation take into account different ways of

thinking and doing? Is everything visual able to be verbalised? Is everything verbal able to be visualised? Is there enough time to generate real engagement?

- Have you and your key staff working on the event attended accessibility awareness training, or contacted external specialists or [Equity and Diversity Unit](#) for advice?
- Have you created an event that is inclusive and representative of diversity within the event team, content, and marketing images?
- Is the event coordinator aware of the [emergency evacuation procedures](#) for attendees with access requirements?

Marketing and Communications

Text

- Have you used a plain **sans serif** font?
- Does the colour contrast between the text and background meet [the 4:5:1 standard](#) in the Web Content Accessibility Guidelines? Have you downloaded a [colour contrast analyser](#) as a helpful tool to check?
- Is all text a minimum of 12 point size?
- Have you considered [accessible formatting](#) such as the spacing between letters and sentences, use of standard mixed cases rather than all capitals, and avoided Italics?
- Have you created a text –based electronic document, either html or [accessible PDF](#), and embedded [alt text](#) for images?

Content

- Does your invitation or promotional material state whether the venue is physically accessible? (flat level entry, lifts, ramps to the building and internal spaces such as the stage)
- Does your confirmation email include information about the accessible facilities at the venue such as the location of parking, accessible amenities, nearest transport drop off area, quiet areas, and include an accessible map to get there?
- Have you asked your invited guests to identify whether they have any access requirements such as accessible parking, hearing augmentation, audio description, live captioning, social interpreters or Auslan interpreters? Have you listed any accessibility features that exist at the event?
- Have you included in the invitation a contact name and details so guests have ways of communicating their attendance and requirements beforehand?
- Have you provided a digital map of the campus that highlights the location of the event?
- Have you considered using [universal access symbols](#) on marketing and promotions collateral, including on website pages?

Distribution

- Have you used accessible formats and channels for distributing event information? Is information on the event website and registration page compliant

with the [WCAG2.0AA standards](#)? The [four principles of WCAG2.0](#) are that a website is perceivable, operable, understandable and robust. Have you included a link to a html version of your event information?

- Have you considered target marketing to the disability / accessibility community of students, staff and/or external stakeholders for your event?

Pre-event and Post-event Audio Visual Materials

- Is your video open or closed [captioned](#), including indications of sounds such as laughing and clapping in the transcript?
- Does a closed caption button appear in the functions bar within the video player?
- Is your video [audio described](#) or verbally narrated, including verbal descriptions of all key visual information such as location, physical actions, images, diagrams, titles, definitions, statistics, logos and credits?
- Are you using audio description on the primary video (if the event is for all staff or students), or do you have a separate audio described version that is easy to find?
- Have you considered these access features within the development of the audio visual material, rather than at the end?
- Have you included a transcript for any audio-only recordings?

Getting to the Venue

Some people with disability require a continuous, even, path of travel. An accessible path of travel means there are no obstacles in the internal or external environment such as revolving doors, kerbs or steps.

Accessible Parking Bays and Accessible Path of Travel

- Are there accessible parking bays and pick-up/drop-off areas? For UTS events, please contact Equity and Diversity Unit, or Security, to arrange
- Is the venue close to public transport?
- Is the entry free from steps or is there an alternative, such as a ramp/lift?
- Is there a handrail for all steps? Are there tactile indicators and are the steps lined with a colour contrasting strip?
- Is the entrance and exit clearly visible?

The Venue

- Is the entrance door easy to open?
- Are the doorways wide enough for people who use a wheelchair (800mm is the recommended minimum width)?
- Are tables and tea/coffee accessible for people with disability? Consider the table height, and where items are placed.
- Have spaces for people who use wheelchairs been provided throughout the seating area of the venue?
- Is the stage area accessible if required? Consider lighting for an interpreter, screens for live captions, flat level stage space / ramp for access, lining the edges of any steps / stage

- Is there adequate circulation space for people who use a wheelchair?
- Is there a quiet room provided and is this location information provided during registration?

Toilets

- Does the venue have an accessible toilet?
- Is the accessible toilet situated on the same floor as the function? If not, are there clear directions to the toilets on other floors?
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Signage

- Does the venue have clear, high contrast, directional signage to:
    - The function room?
    - The toilets?
    - The lifts?

- Have you placed personnel in appropriate places to assist, and are they easy to identify? Are there other wayfinding tools in place?

The Event

It is important that all guests are able to see the stage, hear speeches and understand the training or messages being delivered.

Communication and Presentations

- If an attendee requests an Auslan interpreter or note taker, has this been organised?
- If you are organising a major public event, have you considered in your budget the cost of an Auslan interpreter, note taker, audio describer or live captioning?
- Is reserved seating available at the front of the venue for people who have sensory access requirements such as close proximity and a clear line of sight in relation to visual material, Auslan interpreters etc?
- Is there a visible position with enough light to ensure that both the Auslan interpreter and presenters are clearly visible?
- Does the venue have hearing augmentation? (Hearing loops serve to augment the hearing capacity of those people who use hearing aids, and are integrated in most UTS venues. Check with the AVS to ensure your venue has this capability. If it does, arrange a time with AVS to check the hearing loop before the date of the event.)
- Is there enough contrast between the background colour of your presentation and the text?
- If you are using 360 / VR technology, have you provided a version with captions, audio description, audio enhancement, and / or personnel support to access the interactive nature / equipment?

- Have you scheduled regular breaks? (Breaks should occur at least every two hours)
- Are alternative formats of your presentation available upon request? Electronic copies, hard copy print outs etc.
- Are gifts for speakers with disability appropriate according to their access requirements?

Stallholders/ Exhibition Displays

- Have you ensured that the height of the stall is not greater than 850mm to assist a person in a wheelchair to view goods that are on sale/display?
- Have you ensured that goods for sale will not impede access or pose a hazard for people with disability?
- Have you ensured that the stall location is as level as possible, to allow safety and ease of mobility by a person using a wheelchair?
- Have you ensured that the area immediately around a stall is wide enough and clear of boxes and other obstructions that may impede the passage of people with disability?
- Have you ensured that a clear unobstructed path of travel is provided from the stall to adjacent stalls and to the main accessible pathway of travel within the stallholder area?
- Have you taken into consideration sound, light and crowd management access requirements, for someone with sensory processing differences or communication access requirements?
- Is signage clear with good colour contrast?
- Have all registered attendees been sent information ahead of time of the stallholders that will be present?
- Are stallholders briefed on providing accessible service, to ensure all attendees are treated with dignity and according to their communication access requirements?
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- Have all registered attendees been sent information ahead of time of the stallholders that will be present?
- Are stallholders briefed on providing accessible service, to ensure all attendees are treated with dignity and according to their com Feedback
- Are you using an accessible feedback or survey design and platform to collect feedback information?
- Do you have alternative methods of collecting feedback, such as a person to assist with filling out the survey, if required?

Access Service Suppliers

Auslan Sign language interpreters: www.deafsocietynsw.org.au

Auslan Sign language interpreters: http://auslanservices.com

Audio Description and Captioning: http://thesubstation.com.au/

Audio Description and Captioning: http://www.3playmedia.com/

Braille or other print alternatives: www.visionaustralia.org.au

Captioning: https://captioningstudio.com/

Live captioning services: www.ai-media.tv

Hearing Augmentation systems: www.deafnessforum.org.au

National Relay Service: http://relayservice.gov.au/

For More information:

Australian Human Rights Commission Guide to Accessible Events

Meetings and Events Australia Accessible Events guide

Downloadable universal access symbols

Sample Registration Form

First Name:	
Surname:	
Position Title:	
Organisation:	
Address:	
Postcode:	
State:	
Telephone:	
Email:	
Do you have any dietary, access or other requirements to participate?	

Please contact (name and email address) if you would like to discuss your requirements.