Modul 3 - Tipsheet

Accessible Events

The fundamental goal of inclusion is to enable all people to **participate in all social activities in a completely equal way**. An important aspect in the work-related context is the participation in **events** within Project Cycle Management (PCM). The needs of all people, with disabilities and without disabilities, must be taken into account in the planning and implementation of events to ensure that **all participants benefit from accessible events.**

1. The location
Visit the location in person to get a good impression of it:
— Are there **parking spots** for people with disabilities?
— Is there a barrier-free access to **public transport**?
— Is the **building** accessible for wheelchair users and are doors wide enough?
— Are there **sanitary facilities** for people with disabilities?
— Are **tables** accessible for wheelchair users? (If possible, provide sitting options)

2. The invitation
An inclusive invitation ensures that all guests feel addressed:
— Use a **san-serif** type, e.g. Arial or Verdana
— Use a sufficient **size of type**
— A **high contrast** ensures good readability
— Indicate that the event is **accessible,** for example with a symbol of a wheelchair
— Refer to **contact data regarding questions** about accessibility (name, phone number and E-Mail address)

3. The implementation
— **Inform speakers** that guests with disabilities might be present, so that content of presentations such as images, videos and tables can be described verbally
— Use sufficient **lighting** for good light conditions
— **Microphones** enable optimal acoustics (maybe an "induction loop" will help some of your guests – include this possibility in the invite)
— Reserve **seats** for people with hearing or visual impairments as well as sign language interpreters
— Provide sufficient **possibilities to sit** for breaks and accessible tables for wheelchair users to eat