



Access Guidelines for UTS Events and Training Sessions

This document aims to help you plan a more inclusive event by catering for the needs of people with diverse abilities 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 and redress potential barriers to access.

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 space.
- All visual information is offered in other formats, such as verbally described.
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- Everyone can participate in all aspects of the event or training.

Here are a few suggestions on how we can ensure an accessible event or training session.

Planning

- Ensure that there is a clear statement of commitment to ensuring equal access on all marketing and promotional materials. On the invitation or registration form ask if anyone has any access requirements to attend the event such as accessible parking, hearing augmentation, audio description, live captioning, social interpreters or Auslan interpreters. A sample registration form can be found at the end of this document.
- Make sure there is universal access to the venue (the venue is flat, has lifts or ramps to the stage as well as the seating area etc), and use [universal access symbols](#) when promoting the event or training session.
- Ensure all staff are aware of access considerations and are briefed as to how best to assist anyone with access needs.
- While most access issues can be resolved through good planning and preparation, some arrangements may have cost implications so ensure that there is a budget to cover costs such as sign language interpreters if necessary.
- Ensure the event agenda and facilitation style allows for equal participation. That is, the facilitation takes into account different ways of thinking and doing, everything visual is able to be verbalised, everything verbal is able to be visualised, extra time needed to allow for people with access requirements to move around or for people with low attention spans or condition like diabetes is accounted for. Breaks should be scheduled at least every 2 hours.

- Ensure the event coordinator and other staff are aware of the emergency evacuation procedures for attendees with access requirements.

Marketing and Communications

Text

- Use a plain sans serif font and ensure all text is a minimum 12 point size.
- Ensure the colour contrast between the text and background meet the [4:5:1 standard](#) in the Web Content Accessibility Guidelines. (You can download a [colour contrast analyser](#) as a helpful tool to check)
- Use accessible formats and channels for distributing event information. Ensure information on the event website and registration page are compliant with the [WCAG2.0AA standards](#). The four [principles](#) of WCAG2.0 are that a website is perceivable, operable, understandable and robust.
- Use [accessible formatting](#) such as structured documents, spacing between letters and sentences, using standard mixed cases rather than all capitals, and avoiding Italics.
- Create a text-based electronic document, either html or [accessible PDF](#), and embed meaningful [alt text](#) for images.

Content

- Ensure your invitation or promotional material includes information on the physical accessibility of the venue (lifts, ramps to the building and all relevant internal spaces such as the stage). Please note that inclusive access arrangements must not require additional effort from or otherwise inconvenience people with access needs.
- Ensure your confirmation includes information about the access at the venue such as the location of parking, accessible amenities, nearest public transport, drop off and pick up area, quiet areas, and include an accessible map to get there.
- Use [universal access symbols](#) on marketing and promotions collateral, including on the website pages.

Pre-event and Post-event Audio Visual Materials

- Ensure your video is open or closed [captioned](#), including indications of sounds such as laughing and clapping in the transcript, and that the video is [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.
- Include a transcript for any audio-only recordings.
- Ensure you are using an accessible feedback or survey design and platform to collect feedback information.

- Ensure you have alternative methods of collecting feedback, such as a person to assist with filling out the survey, if required.

Access considerations

Getting to the Venue

Some people 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

- Ensure accessible parking bays and pick-up/ drop-off areas. For UTS events, please contact Security to help with these arrangements.
- Ensure you have provided information about public transport options to the venue.
- Ensure there is an alternative entry, such as a ramp/ lift if the main entry has steps.
- Ensure there are handrails for all steps.
- Ensure all steps have tactile indicators and are lined with a colour contrasting strip.
- Ensure the entrance and exit are clearly visible.

The Venue

- Ensure that the entrance door is automatic if not have a staff member there for people who will not be able to open the door.
- Ensure doorways are wide enough for people who use a wheelchair (800mm is the recommended minimum width).
- Ensure tables and tea/ coffee are accessible for all? Consider the table height, and where items are placed (consider wheelchair users for example).
- Ensure spaces for people who use wheelchairs been provided throughout the seating area of the venue, not just in the back of the venue.
- Ensure adequate lighting for an interpreter.
- Provide screens for live captions.
- Ensure a flat level stage or ramp for access.
- Ensure all steps and are lined with colour contrasting steps.
- Ensure adequate circulation space for people who use a wheelchair.
- Ensure a quiet room provided and has its location clearly communicated to all attendees.

Toilets

- Ensure the venue has an accessible toilet?
- Ensure clear directions to the toilet, including if the toilet is situated on a different floor to the event.

Signage

- Ensure the venue has clear, high contrast, directional signage to;
 1. The function room
 2. The toilets
 3. The lifts
- Ensure event personnel are available in appropriate places to assist with wayfinding and that they are easy to identify.

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

- The same details around fonts, sizes and contrast as for text above need to be considered for electronic presentations.
- Ensure 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.
- Ensure there is adequate light and a clear line sight to guarantee good visibility to the presenters and Auslan interpreter?
- Ensure the venue has hearing augmentation. (Hearing loops or other infra-red technologies serve to augment the hearing capacity of those people who use hearing aids, and are integrated into most UTS venues.) Ensure the hearing augmentation in the space is working prior to the event. Ensure that event staff know how to help attendees access these technologies.
- If you are using 360/ VR technology, ensure you have provided a version with captions, audio description, audio enhancement, and/ or personnel support to access the interactive equipment.
- Schedule regular breaks. (Breaks should occur at least every two hours)
- Ensure alternative formats of your presentation available upon request? Electronic copies, hard copy print outs etc.
- Ensure gifts for speakers with disability are appropriate according to their access requirements.

Stallholders/ Exhibition Displays

- Ensure that the height of the stalls is not greater than 850mm to assist a person in a wheelchair to view goods that are on sale/ display.
- Ensure that the stall location is as level as possible, to allow safety and ease of mobility for a person using a wheelchair.
- Ensure that the area immediately around a stall is wide enough and clear of boxes and other obstructions that may impede the passage of people.

- Ensure 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.
- Consider sound, light and crowd management access requirements, for someone with sensory processing differences or communication access requirements and ensure they are not excluded as a result of their difference.
- Ensure all signage is clear with good colour contrast.
- Ensure all registered attendees are sent information ahead of time of the stallholders that will be present, and where they will be located (floor map).
- Brief stallholders on providing accessible service, to ensure all attendees are treated with dignity and according to their communication/ access requirements.

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

Name:

Email:

Telephone:

We are committed to ensuring equal access at all events and functions. Please detail any dietary, access or other requirements that will ensure you are fully able to participate:

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