

Neath Port Talbot County Borough Council

Organising Accessible Meetings/Seminars/Conferences Checklist

All meetings/seminars/conferences/interviews organised by Neath Port Talbot County Borough Council will make adequate provision for people with disabilities as follows:-

1. Venue

- Select a venue, which is accessible to people with physical or sensory disabilities, with all its facilities accessible as well e.g. wc, bar, restaurant etc. Some chairs with armrests should be provided. Consult your Disabled Persons Advisory Group Representative on the venue's suitability
- Ensure that the venue has either level, ramped or lift access to the meeting area;
- All doors should be 800mm minimum width.

2. Transport and Car Parking

- Make sure there is adequate parking, including disabled persons parking bays with spaces reserved for blue badge holders, close to an accessible entrance and provide clear directions;
- Public transport is convenient to the venue;
- Organise transport if necessary, state start and finish time so that it can be pre-booked if necessary.

3. Facilities - The following should be provided:

- Facilities for guide dogs (including water, comfort area);
- An induction loop which can also be linked to sound system for larger venues (portable loop system available from (TBA)...

- Time during the meeting for those with communication difficulties to 'have their say';
- Make space at front for lip readers and sign language interpreters (if requested);
- Spaces distributed evenly throughout the room for wheelchair users;
- A contact number and minicom telephone number for the meeting in case a delegate is delayed;
- A designated help person(s) who has received awareness/equality training, e.g. to guide blind and visually impaired delegates to the various facilities;
- Procedure for emergency evacuation;
- Toilets suitable for use by wheelchair occupants (unisex preferred).

4. Advertising/Invitations

- To encourage people with disabilities to attend, ensure that the advertising includes a description of the facilities that are available. If all the above criteria are met the advertising should say "venue fully accessible for people with disabilities";
- The advert/invitation should ask that you be notified in good time if special services required. (Ensure the date allows for such arrangements to be made);
- To inform blind and visually impaired people of the meeting, distribute advanced information through the Talking Newspapers – contact your Directorate Representative for details.

5. Information

- Follow 'Information Strategy for visually impaired people guidelines' (at least 14 pt font size), with large print and tape/Braille available on request;
- Booking forms should contain a section for special requests, diet, support services etc. e.g.

Suggested wording for invitations to meetings

Please indicate whether you require any of the following:

- | | |
|---|-----|
| Wider Parking space reserved | [] |
| Documentation in large print format | [] |
| Documentation on audio tape/audio CD Rom | [] |
| Documentation in Braille | [] |
| Facilities for your personal assistant or carer to accompany you | [] |
| Induction loop | [] |
| Sign language interpreter or other assistance with
Communication (eg palantypist, lip reader –
Please specify the exact type of service required: | |

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- | | |
|---|-----|
| Dietary needs (please specify).....
.....) | [] |
|---|-----|

- | | |
|------------------------|-----|
| Any other requirements | [] |
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6 On the Day

- Ensure that the entrances and corridors are clear of clutter such as free standing signs or chairs. This is appreciated by people with mobility and visual impairments;
- Arrange to have wheelchair spaces between other seating in order that wheelchair users may sit among their friends and colleagues;
- Handouts or Leaflets should be available in Large Print, Braille, Audio tapes, or Audio CD Rom as required;
- Information on notice boards is in a suitable typeface, minimum letter height 16 pt if able to come close to boards, colour contrasted, non reflective, readable from a wheelchair;

- Ensure that the Loop System is working, and that somebody is available who knows how to operate it, prior to the meeting;
- If providing special diet food, label it accordingly;
- Signs should have dark lettering on a light background (black on yellow is preferred using mixed case lettering);
- Braille or tactile signs provided where necessary.