

## **BRIEFING NOTE 1**

### **ACCESSIBILITY GUIDELINES FOR PRESENTERS, FACILITATORS AND WORKSHOP/SYNDICATE LEADERS**

**(YOU WILL NEED TO ENSURE THAT THIS WORDING IS SUITABLE FOR YOUR CONFERENCE, AND ADD ANY REQUIREMENTS OF YOUR OWN)**

We try hard to make our conferences accessible and would like you to follow our guidelines on accessibility. Please read them carefully to see which ones will apply to you, and tell us as soon as possible if you anticipate that you will not be able to comply with any of them. Telling us on the day of the conference will be too late for us to make alternative arrangements.

We will:

- brief you in advance on the particular requirements of participants in your workshop
- ensure that syndicate rooms are set up to accommodate the needs of people with particular requirements eg a different type of chair (with or without armrests, or with an upholstered seat instead of a plastic one), space for wheelchairs, induction loop
- produce copies of any slides and handouts you intend to give out in alternative formats, where requested, and send/give them to people with visual impairments in advance of the presentation/workshop

We ask you to:

- provide us with copies of slides/handouts in advance of the conference so that we can produce large print/Braille/full-size copies where these have been requested
- make sure that any slides are easily readable and do not contain too many words or complex diagrams that may be difficult for some people to read
- read out what is on the slides and explain the content of any photographs
- ensure that any video that you show contains subtitles
- check that you can be seen and heard at the start of your presentation or workshop
- check that sign language interpreters and palantypists' screens can be seen by those who need to see them (a palantypist provides near-simultaneous transcription of speech onto a computer screen for people with hearing impairments)
- provide regular breaks to allow people to move around if they need to, or to meet the needs of palantypists and sign language interpreters