

BRIEFING NOTE 2

GUIDANCE NOTE FOR VENUE PROVIDER

(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 to disabled people. We need your help to make sure that we are able to meet everyone's needs on the day.

We will:

- discuss our requirements in detail with you before booking the event
- let you know about any disabled presenters or delegates whom we are expecting and their particular accessibility requirements
- alert you of any change to our requirements as soon as we know about them
- have our own helpers on hand on the day to guide and support all our delegates

We ask you to:

- provide everything agreed in the contract
- let us know about any planned changes to the venue's facilities as soon as you know about them
- ensure that at least one accessible toilet and (where a lift is needed) at least one lift is available on the day, except where circumstances cannot be foreseen as in the event of a power cut
- inform your staff that disabled people will be attending the conference and provide disability awareness/disability etiquette training where appropriate
- tell us if you are planning a fire drill
- ensure that your staff are trained in the safe evacuation of people with disabilities
- give us the name and telephone number of someone we can contact on the day in case of unforeseen requests or problems