

## CHECKLIST D

### LIST OF ITEMS TO CHECK BEFORE AND ON THE DAY OF THE CONFERENCE

- Check with the venue that it has provided everything that you asked for/agreed in the contract that it would provide, including anything that is needed to meet the particular requirements of disabled delegates and facilitators. You may want to provide the venue with a note of what you expect its staff to do on the day before and the day of the conference. [Briefing Note 2](#) can be used for this purpose.
- Check that induction loops and microphones are working. To check that an induction loop is working, you will need an appropriate testing device, or the assistance of a person who uses a hearing aid that has a 'T' position.
- Check that the signs to the venue, conference hall, syndicate rooms and accessible toilets are clear. Provide more signs if necessary. Signs should be easily visible to wheelchair users.
- Reserve places for people requiring specific seating positions, such as people with visual or hearing impairments. Check that there are clear sight lines between the seats for people using sign language interpreters and the interpreters.
- Check that you have enough helpers available on the day and brief them on the venue, facilities and particular requirements of disabled delegates and facilitators. You may need helpers to:
  - meet people at the entrance/lift and direct them to the conference reception
  - meet people with visual impairments arriving at the entrance and show/guide them round the conference facilities, if they ask for this
  - help people find syndicate rooms and the main conference hall
  - guide people at lunch
  - move chairs in the restaurant for a delegate using a wheelchair
  - carry plates and glasses at lunchtime for individual people with disabilities, if needed
  - help with the evacuation of disabled people in the event of an emergency evacuation
  - walk any guide dogs or other assistance dogs
  - help to meet the needs of disabled people on the day where these have not previously been notified
  - provide support or help at the end of the event to anyone who needs it
- Ensure that the introduction will cover the location of accessible toilets and the emergency evacuation arrangements for disabled delegates. Have printed versions available for delegates with hearing impairments.
- Encourage everyone to be flexible on the day to meet the needs of disabled people that have not previously been notified.
- Check that food is labelled and that particular dietary requests have been met.

- Ensure that there is plenty of drinking water available throughout the conference, not just at breaks and mealtimes.
- If taxis are to be ordered at the end of the event, ensure that wheelchairs can be transported where necessary.