



Inclusive meetings and events checklist

By organising inclusive meetings and events, you can ensure that all delegates can participate fully in an event. You can do this by including physical, sensory and cognitive accessibility for all delegates in your meeting or event design.

Physical accessibility

This means that all physical spaces for the conference can be used by all delegates. You can do this by checking the following facilities:

- Main entrances to have wheelchair access
- Ensure wider doors and hallways for wheelchair users
- Accessible lifts available
- Clear paths in and around the venue for visually impaired people and for wheelchair users
- No steep hills or inclines around the venue
- Ensure that your venue is still easily accessible in adverse weather circumstances
- Accessible seating or seating areas for wheelchair users - this should be part of the room set up but not separated from the group
- Ensure that everyone can see the front of the rooms
- Have clear floor markings with directional arrow
- Ensure any hotel accommodation has sufficient accessible rooms available
- Accessible transportation available near your venue and communicate options to delegates
- Braille signs to indicate names of buildings, room numbers and where accessible entrances and lifts are
- Share a map of the event spaces with delegates, highlight high noise or high traffic times and areas
- Stagger entry time to a maximum per time frame or opt for longer open registrations
- Ask your delegates if there is anything they need to make their attendance at the event more welcoming, inclusive and successful



Sensory accessibility

Sensory accessibility covers delegates who require hearing or visual aids and people who have light and chemical allergies and/or sensitivities:

- Offer sensory free room such as a Quiet Room by Eventwell
- Make sure you have a good PA system with microphones
- Image descriptions for presentations and captioning for video content
- Consider alternative content formats such as braille, digital, easy read and large print
- Consider a fragrance free policy for your event
- Consider a 'no flash photography' policy
- Consider BSL applause (flapplause) instead of clapping
- Offer choices for food options and where delegates can eat
- Consider CART and BSL interpretation



Cognitive accessibility

This ensures that all delegates attending your event know what the event is about, the programme, where it takes place and how to get there. This can reduce pre-event anxiety and allow delegates to prepare as they know what to expect.

- Clearly communicate your programme in emails and/or on a website
- Include details such as start and finish times, session names, speaker names, break times and location and travel details
- Include information about sensory free or quiet spaces such as the Quiet Room by Eventwell
- Schedule as many breaks as possible, allowing people to recharge
- Use name tags for all delegates
- Use low contrast for close up signage
- Provide contact details for the main organiser
- Allow for space in the main room for people to move or pace
- Provide and explain colour communication badges ('open to network' or 'would like to enjoy event without networking')

Neuro inclusive events

Neurodiversity and the need for inclusive meetings and events is key, as in the UK as many as 1 in 5 of the delegates attending your event could be neurodivergent. Neurodiversity can include differences such as autism, ADHD, dyslexia, dyspraxia and Tourette's Syndrome. Easy adjustments can be made to allow all your delegates to feel relaxed, safe and comfortable as they enjoy the full event experience.

Some of the challenges experienced by delegates include:

- Sitting for long periods of time without a break
- Sensory overload with bright lights, lots of people, loud noises, clapping and music
- Unclear signage and pre-event communications
- Unfamiliar food/drink options and environment to eat in
- Anxiety as a result of the expectation to network and talk to unfamiliar people

You can create a safe, calm and inclusive environment which is welcoming to all delegates by following the tips above, including booking a **Quiet Room by Eventwell** for your meeting or event.

Quiet Rooms give delegates a safe space to retreat to if they are feeling overwhelmed and the need to reset. They will typically include low lighting, comfortable seating, bean bags, noise cancelling headphones, fidget toys, nature sounds as well as an Eventwell host to provide welfare support to delegates if needed.

