Accessibility of events

👎	✓
Event preparations	**Event Preparations**
	Make sure you ask people about their accessibility needs in your event registration form.
Invitation	**Invitation**
Sending out a very long and complex email with all the information about the event.	Make sure the information you send out about the event is in easy-to-read and easy-to understand. This way people can find all the important information. Inform people that they can bring their support person along.
Assuming that everyone knows how to join the event online.	Clearly explain how people can join the online event and which platform will be used. You can also attach our easy-to-read versions about: How to use Microsoft Teams
Sending out information about the event with short notice or forgetting to send out a confirmation.	Always make sure you communicate meetings early. This way people can prepare and organise support.
Planning a long event without breaks.	Make sure to plan a break during your event, this way your event becomes more accessible.
Before you start	**Before you start**
Not asking people's consent about being recorded.	Always ask people if they want to be photographed / recorded. Make sure to explain clearly that people can say yes or no and – in case can turn of their camera.

	Also make sure to explain how to turn of the camera.
Assuming people know how to use the online platform.	Use images to explain how people can ask questions, turn off their microphone and their camera.
Translations	**Translations**
Let speakers present their intervention without captions and sign language.	Provide translation and captioning in easy-to-read and ensure sign language translation.
During the event	**During the event**
Skipping PowerPoints too fast.	Make sure you have enough time to let people read the PowerPoint if you use one.
People and translators speaking too fast or at the same time.	Make sure speakers and translators speak clearly and slowly.
Reminding everyone to speak slowly at the beginning.	Double check throughout the webinar if people can follow the speakers or if they are too fast.
A support person speaks or gets asked on behalf of a person with a disability.	Ensure that support persons are there to support, and not to talk on the behalf of someone.
Group work	**Group work**
Just starting the breakout session.	If you do group work in break out rooms, explain in easy language what is going to happen and how people can join the breakout room. For example, on Zoom participants have to press join.
Randomly dividing participants into breakout rooms.	Make sure people are always in the same breakout room as their support person.
End of event	**End of event**
Evaluating the event with your team	

	Send an email to all people that participated. Ask how people liked the event and what you can improve next time.