Accessibility Pledge 22/23

We will make sure at least one of our group has undergone DSC training, which is freely available on the DSC website and which explains how to meet the commitments within this pledge.

The commitments below cover access needs that we can anticipate and therefore will aim to address. When an unanticipated access need or a request is raised with us, we will do everything we can to accommodate and make that person feel welcome, getting advice from DSC if necessary.

In-person and virtual meetings/events

- We will have:
    - Short access breaks (5-10 minutes every hour), and it will be made clear that people can leave at any time if necessary.
    - Detailed access statements (including both what we can and cannot provide) made available everywhere the event is advertised, including a designated point of contact who can be consulted for further access information.
    - Content notes (where relevant) in event descriptions.
- We will aim to hold a range of events that cater to different access needs.

In-person events and meetings

- We will have:
    - Unobstructed step-free/ wheelchair access where possible.
    - Seating available and these will be padded, comfortable chairs where possible.
    - A separate, designated quiet space at larger/more noisy events.
    - Detailed instructions about how to find the venue, including any alternative step free routes if necessary.
    - Live minutes (where relevant) and/or other means of virtual attendance to allow for virtual attendees, and contributions invited in advance.
    - Wheelchair accessible and gender neutral bathrooms where possible.
- If food and drink is provided, we will provide non-alcoholic/ sugar-free/ gluten-free/ vegan/ halal/ kosher etc. options where possible and with allergen information/ packaging available to check ingredients.
- Any food and drink provided will be separate from the seating area so attendees can avoid food-related anxieties.
- We will check whether a hearing loop is available (e.g. from Porters).

Virtual events and meetings

- We will have automatic closed captions (these are automatic via Meet/Teams, and must be enabled by host on Zoom), manual captions, or live minutes (e.g. via Google Docs).
- We will let people know that they are free to have their video or mic off and to contribute via the chat function.
- We will make meetings accessible to those who cannot attend, e.g. via recording, livestream or live minutes where appropriate.
- Virtual meetings will invite contributions in advance and provide minutes afterwards to those who couldn't attend live.

Social media and web content

- All images will have an image description, including any image text, as a plain-text description and in the alt-text field [Tips on writing image descriptions here: accessibility.huit.harvard.edu/describe-content-images].
- Printed or digital documents with text will either be available as a DOC, text-selectable PDF, or will have a plain-text version available wherever the document is advertised.
- All video content with speech will have a transcript of the speech (e.g. in the video description) and, where possible, also closed captions.
- All video content with text embedded will have a transcript of this text.
- All video content with important visual features (e.g. a graph) will have this described in the transcript and, where possible, also in audio.
- We will have content notes where relevant.

Signature:
Committee/Group:
Date: