

Universal Design – Event Checklist

This checklist has been enhanced and developed to be used as an effective tool for planning events using Universal Design Principles. It also includes a sample equality and diversity statement as well as guidelines for presentations and posters. We would value any feedback you had on how it can be improved: universityforall@ucd.ie. It is a living document and may be subject to change.

Budget

- Outlining budget at the outset - anticipating costs to avoid overspend
- Allow budget for support requirements – interpreters, captioning etc.

Venue

- Confirm venue early in planning process, considering the following:
 - Number of guests and format of the event
 - Accessible entrances, lifts, toilets, event rooms
 - Facilities (toilets, catering) close to event rooms
 - Designated nearby parking for people with disabilities
 - Accessible route from car parking spaces to venue
 - Easy to get to - consider transport routes and costs
 - Emergency procedures and exits
- Carry out more than one walkthrough with different staff – do this sooner rather than later, ensure familiarity with location.

Programme Planning

- Agree event objectives, format, and speakers
- Order merchandise, other materials, liaise with IT/Estates/external suppliers well in advance.
- Sufficient time to move between sessions – consider start time
- Sufficient rest/refreshment breaks
- Schedule time in the programme for photographs - all necessary shots should be taken in advance if possible.

Publicity

- Build in communications plan, consult designers well in advance
- Clear event description with outcomes and venue details
- Information provided in a variety of accessible formats (visual, text, video etc.)
- Publicity materials should appeal to wide variety of audiences
- Provide clear contact details for organisers

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- Equality & Diversity Statement included (sample below)
- Assign one person to social media posting for the event

Event Staff

- Staff have received disability awareness training/material
- Staff are trained and have all necessary programme/attendee information – particularly newer staff.
- Assign roles well in advance and ensure they have a clear understanding of the responsibilities.
- As many staff have oversight of all moving parts as possible and one person should be following up, checking all tasks completed.
- If students involved, ensure they are well briefed, do a walkthrough, understand the context and multiple staff know what they are meant to be doing.

Speakers, facilitators etc.

- Confirm speakers well in advance
- Ensure speakers understand the objectives of the event, well briefed on the context and audiences
- Speaker requirements checked
- Share presentation/poster guidelines provided (see below)
- Information on venue and delegates provided well in advance
- Accessible presentation material requested in advance to send to delegates and captioners
- Agree planted question from the online audience
- Training given as necessary e.g. use of Hearing Loop System
- Ensure speakers familiar with the tech and room set-up – allow time for a test run, particularly when dealing with a large number of presenters
- Option for online captioning should be shared with the in person audience.

Registration

- Individual requirements requested in advance e.g. sign language, hearing loop system etc.
- Choices for workshops etc. requested
- Dietary requirements requested
- Alternative options for registration provided – phone etc.
- Avoid fees where possible
- Ensure registration webpage/system is accessible

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Attendee Information/Confirmation

- Parking details including reserved accessible parking provided
- Clear maps, directions and routes provided
- Local transport information provided
- Invitation to provide further additional requirements included (e.g. adjustable height lectern)
- Accessible copies of presentations provided in advance
- Send reminder a few days before
- Agree follow up message, materials to be shared and key takeaways
- Prepare and share a feedback form

Individual Supports

- Suppliers of Irish Sign Language and/or live captioning identified and booked
- Copies of presentations provided to interpreters in advance
- Hearing Loop System sourced and charged to full power for event
- Seating reserved and power sockets, tables etc. provided as requested
- Signage provided to indicate availability of Hearing Loop System, captioning etc.
- Access to Sensory room/box in a Quiet room

Audio/Visual Equipment

- Microphones sourced and checked
- Roving microphone provided for questions
- Height adjustable microphone provided for speakers
- Projectors/screens checked
- Have back up laptop to host Zoom, have back up presentations – plan for tech to go wrong

Signage

- Signage clearly printed in sans-serif fonts (e.g., arial, helvetica, proxima nova) with a minimum size of 24 and good colour contrast.
- Display height with maximum accessibility (1400-1700mm or 55-67inches)

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Refreshments

- Layout wheelchair accessible
- Moveable furniture if possible
- Table height appropriate
- Menu information available
- Seating available
- Dietary dishes labelled and served separately
- Assistance available in required

Sample Equality & Diversity Statement

We are striving to ensure that this event is accessible to all those who wish to attend. The event is being held in an accessible venue. We would ask that you let us know immediately if you have any additional accessibility requirements (e.g. Irish Sign Language, Hearing Loop System etc.) so that we can endeavour to meet your needs without delay. Please be aware that in order to make the event as inclusive as possible we may need to pass on the details of your requirements to a third party. These details will only be used to provide supports and will be treated with the strictest of confidence.

Presentation Guidelines

- Consider the needs of participants whose first language is not English and those who rely on a Sign Language Interpreter – speak at a reasonable pace and don't rush through your material.
- Think about the needs of blind participants and ensure that an audio description accompanies any visual content.
- Always face your audience so those who are lip reading can follow what you are saying.
- Use a good colour contrast on visual material.
- Ensure that the font on your slides is a sufficient size to be viewed on a projector – usually no smaller than 24pt.
- Use a sans-serif font such as Calibri for maximum readability and clarity.
- Strive to use plain English.
- When choosing a slide style ensure that it is not too cluttered.
- Avoid using only colour to convey meaning.
- Ensure any videos include captions.
- For more information on making a PowerPoint presentation please visit the [Microsoft Guidelines](#)

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Poster Guidelines

- Use a good colour contrast - [online contrast checker](#).
- Ensure that the font on your posters is a sufficient size to be viewed at a reasonable distance. Text should be a minimum of 24pt but ideally larger and titles should stand out and be clearly visible.
- Use a sans-serif font such as Calibri for maximum readability and clarity.
- Avoid using a number of different fonts and styles.
- Ensure text is presented in one direction only.
- Avoid using italics and underlining – use bold to emphasise.
- Ensure sufficient line spacing of body text – 1.5 – 2.
- Use captions for all images and graphs.
- Don't place text over pictures.
- Ensure the image is of sufficient resolution to remain clear when printed.
- Strive to use plain English.
- When designing your poster ensure that it is not too cluttered and there is a logical flow of ideas. It helps the viewer if you can indicate (by number, letters, arrows), a sequence that might be followed in reading your material.
- Avoid using only colour to convey meaning.