

Accessible events, meetings and documents checklist

For HR, D&I, admin and event teams. Whether a person with disability can take part is usually decided when you book the room and send the invite, not on the day. This covers the everyday choices your team controls. A full building or website audit needs a trained auditor.

1 Booking the venue

- ☐ Step-free route from gate and parking to the room, by ramp or a working lift
- ☐ Accessible toilet on the same floor, unlocked and not used for storage
- ☐ Accessible parking or a drop-off point close to the entrance
- ☐ The stage can be reached by ramp, in case a speaker uses a wheelchair

2 Invites and registration

- ☐ The invite asks "Do you need anything to take part fully?" with a named contact
- ☐ The registration form works with a screen reader
- ☐ Agenda and venue access details (entrance, lift, toilet) are shared in advance

3 On the day

- ☐ Wheelchair spaces spread through the room, not only at the back
- ☐ Everyone uses the mic, even in small rooms, and audience questions are repeated
- ☐ Sign language interpreter or live captions when asked for, with clear sight lines
- ☐ Volunteers know where the lift, ramp and accessible toilet are

4 Online meetings

- ☐ Live captions are on by default
- ☐ Slides are shared before the meeting, not just on screen
- ☐ Speakers say their name and describe what's on screen
- ☐ Questions in the chat are read out loud

5 Slides and documents

- ☐ Large text, strong contrast, and meaning never shown by colour alone
- ☐ Images and charts have alt text that says what they show
- ☐ Documents use real headings, and are shared as Word or proper PDFs, never scans
- ☐ Every video you share has captions

6 Afterwards

- ☐ Recordings and slides are shared with captions, in readable formats
- ☐ Attendees with disabilities are asked what worked and what didn't
- ☐ One thing gets fixed before the next event

The walk-through test

Before your next event, walk from the gate to your room as if you couldn't use stairs, then find the nearest toilet you could use. Time it. If it takes more than a few minutes or ends at a locked door, fix that first.

On campus, also check

- ☐ Classes for a student who needs step-free access are timetabled in reachable rooms
- ☐ Hostel rooms, labs and the library can be reached and used
- ☐ Exam papers come in accessible formats, and the learning platform works with a screen reader

Where does your organisation stand on disability inclusion?

Take the free BELONG self-assessment, or book a free call to talk through your spaces and events with us.

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