

Checklist to ensure full participation and inclusion of people with disability at all Commission meetings, events, consultations, seminars and workshops

1. Venue

- Wheelchair accessible – people who use wheelchairs can enter, exit and move about easily
- Accessible toilets
- Functioning hearing loop
- PA system (microphone and speakers) for meetings/events in a space with poor acoustics or with 16 or more people
- Venue is close to accessible public transport and accessible parking
- The speakers platform is accessible for people who use wheelchairs
- Reception desk is at a height that is accessible for people who use wheelchairs

2. Sign language interpreters

- Large public meeting / event - If the event is a large public meeting / event where members of the public do not need to RSVP or it is highly likely that people will turn up without RSVP, a sign language interpreter is booked at least 3 weeks in advance
- Meetings / Consultations - Sign language interpreters will be booked if and when any attendees/participants indicate requirement when RSVP is received

3. Invitation

- WORDING - All invitations must include the following wording
If you have any access or support requirements in order to participate fully, please let us know when you RSVP. Please note: The venue is accessible for people using wheelchairs.
- FORMAT - The invitation (Word and PDF) conforms to “Guidelines for producing readable text” by Vision Australia especially in relation to minimum font size 12, font type, layout and contrast colour etc... (<http://www.visionaustralia.org.au/info.aspx?page=1845>)
- DISTRIBUTION - The invitation is available in Word or html format. If a PDF format is designed and distributed (hard and soft copies) this will be accompanied by electronic circulation of Word or html version containing identical information.

4. Videos

- The video is captioned
- Presenters have been reminded that if the video contains any text that is not accompanied by voice over, the text will be read by the presenter.

5. PowerPoint presentations

- Any images/photos shown/included in presentations will be described by all presenters
- Any text that is specifically referred to on the screen should be read (that is, presenters do not say “As you can all see or read ...”)

6. Documentation to be circulated prior to, or at, meeting / event

- Documents (including agenda, issues papers, reports etc.) conform to “Guidelines for producing readable text” by Vision Australia (<http://www.visionaustralia.org.au/info.aspx?page=1845>)
- If documents are circulated prior to, or at, the event, accessible formats should be circulated concurrently or arrangements made for access to accessible formats (accessible formats include large print, Braille and Word or text versions of documents on CD, memory stick or by email). Please note - PDF documents are not accessible for people who use screen reading technology.

7. Layout of room

- Sufficient circulation space exists for people who use wheelchairs
- Seating for people who use wheelchairs is reserved at the front or middle of the room if possible (not always at the back!)
- If a sign language interpreter will be present, seats are reserved at the front for people who are deaf or have a hearing impairment so they have direct line of sight and are close to the interpreter

8. Groups activities (meetings, consultations, seminars and workshops)

- If group activities (including ice-breakers etc) are planned, the needs of people with disability have been considered and addressed so full participation of all participants is ensured.

For further information see: *Accessible events – a guide for organisers*. Available at:
http://www.humanrights.gov.au/disability_rights/publications/Accessible_Events_Guide.doc