

CONGRESS CENTRE'S GUIDE TO INCLUSIVE EVENTS

ACCESSIBLE LANGUAGE

Avoid terms that can cause offence and consider language accessibility e.g sign language, braille and video captions.

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HOLIDAYS

Check your event doesn't clash with religious or cultural holidays. If it does ensure you cater to people's needs e.g serving food during Ramadan.

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FINANCES

Think about financial impact on your guests and share cost-effective travel and accommodation options.

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SENSORY-FRIENDLY SPACES

Offer quiet spaces away from large crowds and low-stimulation activities for guests to retreat to.

INCLUSIVE BATHROOMS

Provide a safe and welcoming environment with gender neutral bathrooms to acknowledge diversity.

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MEDICAL SUPPORT

Identify First Aid trained staff at your venue who are available to help guests, especially those with pre-existing conditions.

HYBRID ACCESSIBILITY

Offer virtual participation for guests who cannot be there in person for broader inclusion and engagement.

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NAME TAGS

Let attendees customise name tags to support individual identities and comfortably share their pronouns.

INCLUSIVE CATERING

Offer vegan / vegetarian options and check your guests' dietary requirements to create a suitable menu.

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MIXED EVENT CONTENT

Sense-check your content and consider gender, race, ethnicity, physical / mental ability and sexual orientation to avoid alienating members of your audience.

SPEAKER DIVERSITY

Do your speakers reflect a spectrum of backgrounds, identities, and views? Curate a varied lineup so the audience feel more understood and comfortable.

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ACCESSIBLE SIGNAGE

Your audience may have hidden disabilities like visual impairments. Offer braille, verbal descriptions of visual aids and high contrast colours for text.

ANIMAL-FRIENDLY AREAS

Ensure your venue accommodates guide dogs / medical support animals. Inform staff and attendees beforehand so everyone is understanding.

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SEATING ARRANGEMENTS

Assess all areas are usable for people with different access needs to promote independence e.g spacing and ramps for wheelchairs.

EVENT FEEDBACK

Offer online and in-person channels with anonymity options to empower attendees to voice their thoughts.

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