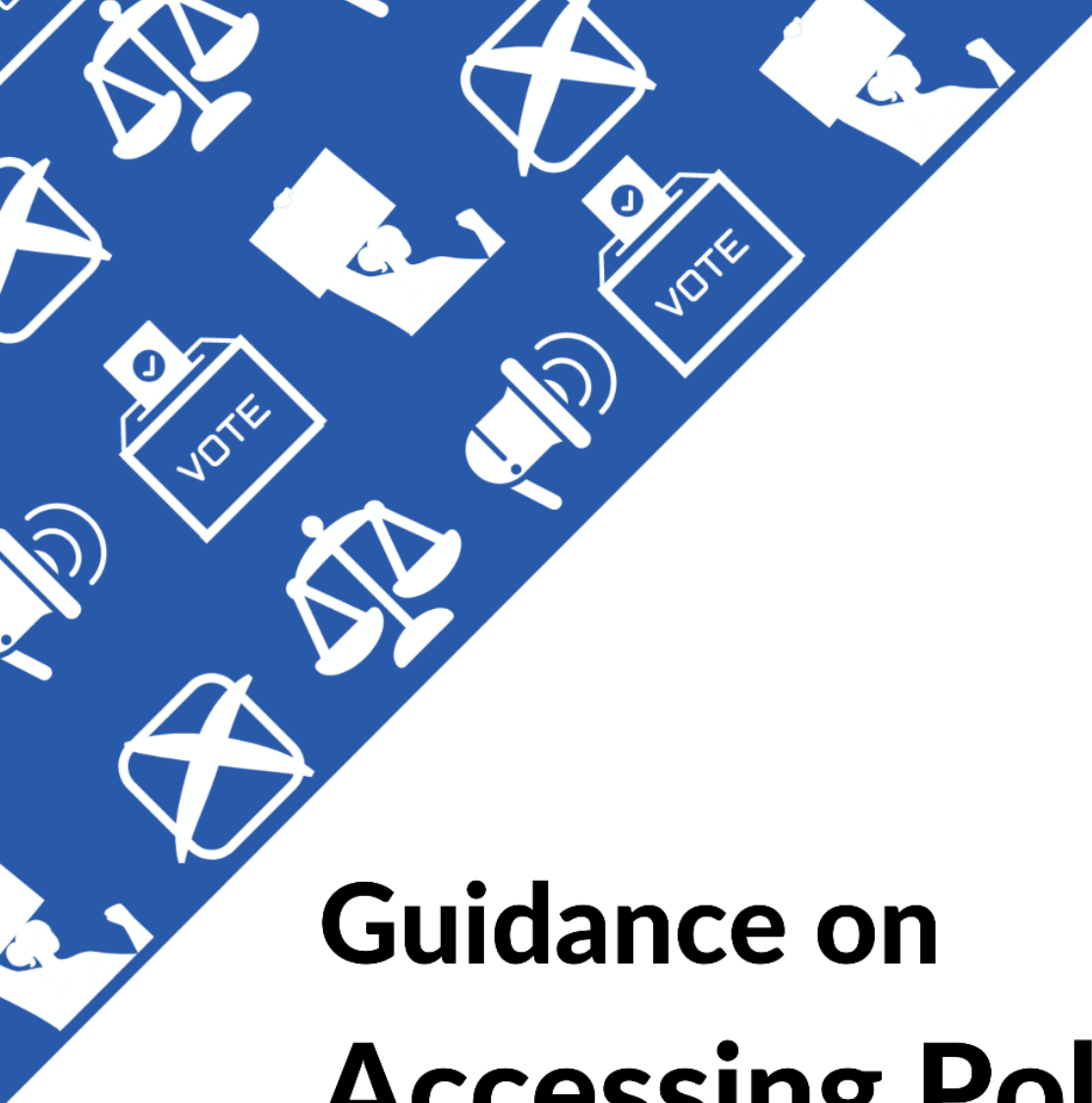




Guidance on Accessing Politics Easy Read Part 8



**Inclusion
Scotland**

Disabled People's Organisation

Our voices ■ Our choices

Access to Politics

Part 8



Accessible meetings and events.





Inclusion Scotland made this guide:

- to show disabled people how to get involved in politics.



- to show how to make politics accessible for disabled people.

It is in 8 parts:

1. What are my rights? What can change to make it easier for me?
2. Who represents me?
3. Petitions.
4. How to take part (1).
5. How to take part (2).
6. Tips for campaigning.
7. Election day.
8. Accessibility checklist.



We hope this guide is useful to you.

Get in touch with us at:

civicparticipation@inclusionScotland.org

to tell us what you think of the guide or if you need advice and support.





This list does not cover everything.
It has some things that are easy to do.

Where is your meeting or event?



Can everyone get in?

If the event is not on the ground floor,
can people use the stairs or lift?

Is there more than one lift?

Can disabled people use the same
door as everyone else?



Can everyone get out of the venue?

Check where the fire exits are and how
to get out of the building in an
emergency.

Are there fire safety arrangements in
place for disabled people?



Check the rooms you will be using.

Are the rooms big enough?

Can wheelchair users move around
easily and sit at the tables?



Is there space for assistance dogs at tables?

Is there enough space for personal assistants, support workers, and people giving communication support?



Check other spaces.

Check access in the rooms you will be using for refreshments or lunch.

Are they far away from the main room?



Have you allowed extra time for people moving around to different rooms?

Is there a quiet room for people to use if they need some time out.?



Check the toilets.

Is there an accessible toilet?



Check what staff are available at the venue.

Will the venue have staff on the day to let people in, and answer questions?



Can you do a site visit?

Go to the venue to check if it is accessible.

If you do not feel confident about doing this yourself, take someone with you who knows about accessibility.

Events & Meetings



Think about when your event will be.

What about a late morning or early afternoon event at the weekend?

Weekday evening events may not be good for people who need personal assistant support or for someone who gets tired in the evening.



Plan meetings in advance.

Set the date of the next meeting at the end of the last meeting.

Disabled people often need to more time to plan their calendar.



For example, it takes time to arrange personal assistance support.



Support and adjustments.

Ask people who are coming to the event if they need anything to make it accessible for them.



Provide any communications support requested.

People with a hearing impairment might need a British Sign Language interpreter, or a palantypist to type what is being said during the meeting.



These services can be expensive, so if you need them ask your national office if they can cover the cost.



Can everyone hear you?

Do not think you will be heard just because you have a loud voice. Make sure everyone can hear people who are speaking.



Tell people about the loop system if there is one.

Make sure people speak into the microphone so that people using a loop system will hear them.



Don't use jargon.

Jargon is words or phrases that people outside your organisation would not understand.

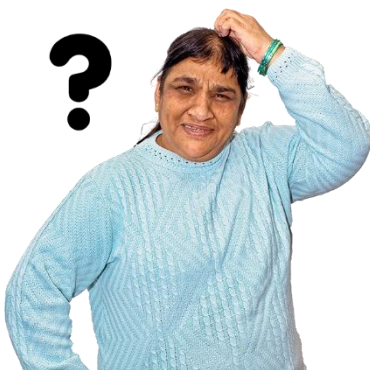
If you must use it, explain what it means.



Handouts.

Use Arial font, size 14 for handouts.

Have Easy Read copies of agendas and handouts.



Make sure people know they can ask you for help.

Say something like "If anything can be done to make the meeting more accessible please let me know or you can drop in an anonymous note if you prefer to...."



Make sure people there is a space where people can feel comfortable telling you what support they need.



If people at your event or meeting know that you are working to make it accessible, they will let you know what they think.

You can learn from people if you are getting it right, and if not, how you can make it better.



Most disabled people know what works best for them, if it is the right equipment, the right support or both.