



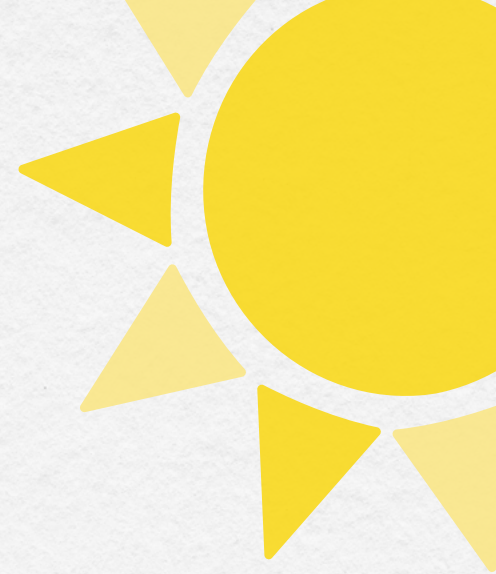
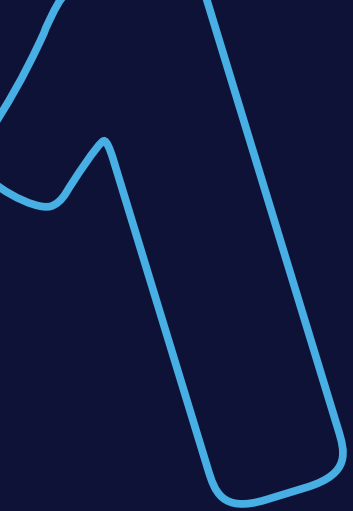
UNSW Student Life

**How to:**

# **ACCESSIBLE EVENTS**

**A quick guide on how to make your  
student event more accessible**

[arc.unsw.edu.au](http://arc.unsw.edu.au)



**When it comes to making events accessible for attendees with disabilities, it can feel overwhelming.**

**But with this brief resource, getting started is as simple as 1, 2, 3!**

# 1. REGISTRATION

The first part of any event is the registration process!

During this process, make sure you ask your attendees if they have any accessibility requirements. This helps you prioritise the accessibility adjustments that are needed and prepare ahead of time. Remember to also ask if your presenters or performers have accessibility requirements.

Make sure your registration process itself is accessible by checking the accessibility rating of your third-party booking service, providing phone or email registration alternative options and providing clear directions on how to attend the event. Read more about how to make your online communication accessible [here](#).



# 2. ACCESSIBILITY ONLINE

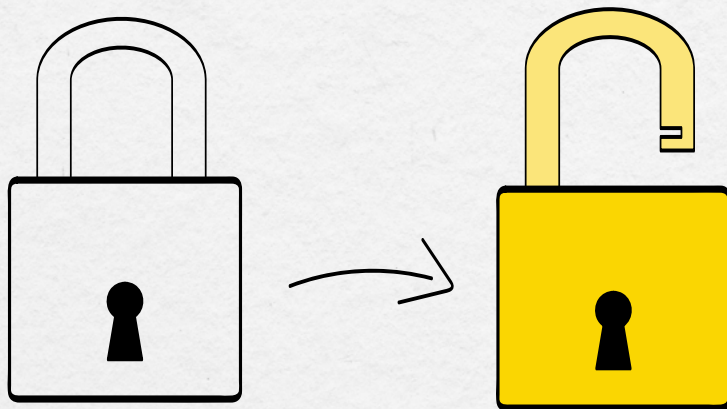
For a digital event to be accessible, you need to make sure that everyone can follow the presentation or performance and, if relevant, communicate with other attendees. Consider using automatic captioning — this can be done on YouTube and Microsoft Teams but unfortunately, not on Zoom. Make sure that any presentations use legible fonts, simple and contrasted colour schemes and make sure that any attached resources are compatible with screenreaders.

- Read the guide to using automatic captioning [here](#)
- Check if the colours you've used in promotional materials are contrasted enough [here](#)
- Learn how to use accessible fonts [here](#)
- Check your content against AND's Beginners Guide to Accessible Content [here](#)
- Check your social media content's accessibility against AND's guide on How to Write More Accessible Social Media Posts [here](#)

### 3. ACCESSIBILITY IRL

Firstly, it's important to make sure that your venue is as accessible as possible. Try visiting the venue beforehand and consider how different mobility limitations might impact access to the space. Consider stairs, ramps, automatic doors, exits, and accessible bathrooms. Consider livestreaming the event so that anyone who cannot attend in person can participate.

Once registration is complete, remember to contact your chosen venue to assist with preparing any additional accessibility requirements.



### FURTHER RESOURCES

If you have any questions about how to run accessible events, feel free to get in contact with the Arc Clubs Team at [clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)

- Check your event's accessibility against Arc's Inclusive Event Checklist [here](#)
- For a more comprehensive checklist (including a venue accessibility checklist), check your event's against Australian Network on Disabilities' (AND) Accessible Events Checklist: [and.org.au/pages/event-checklist.html](http://and.org.au/pages/event-checklist.html)



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