

# Inclusive Event Checklist

## Hosting inclusive events at RMIT

Meetings and events are critical for presentation, consultation, sharing information, gaining insights and feedback, and mediation. This checklist provides a simple way to ensure everybody can attend and participate in your event or meeting, irrespective of how formal or informal.

The checklist below is designed to provide an overview of considerations. It is designed to provide some prompts and common activities required to make events and meetings inclusive. The best way to ensure you are catering for audience needs is to ask them and consider many alternatives to cater for different needs. And remember the best method of preparation is to run through the event proceedings first with colleagues.

### 1.1 Location and Venue

If the meeting is in a physical location, aim to use a venue that complies with Australian Building codes. Here are a few ways to check.

- Choose a venue that can be accessed via a ramp, is clearly visible and accessible for public transport, taxis and cars.  
Yes No N/A
- Ensure entrances are clearly signed and doors, ramps, lifts, and hallways can accommodate wheelchairs and mobility scooters.  
Yes No N/A
- Does the venue have an automatic door? Ensure automatic doors are working appropriately and are 900 – 950mm wide. An alternative may be to have someone available to greet people and open swing door.  
Yes No N/A
- Is the venue aware of requirements around service animals in Australia? (Provisions around service animals: water, place to go to the toilet)  
Yes No N/A
- Are there accessible bathrooms? Check that the bathrooms can easily be accessed, are clean and functioning.  
Yes No N/A
- Check the area is free from distracting noise, such as adjacent rooms, traffic and ventilation systems.  
Yes No N/A
- Ensure the venue can cater for invited attendees and carers or companions (if required).

### 1.2 Online Events and Meetings

- Ensure the video conferencing/webinar software you are using is as accessible as possible with features complying with the Web Content Accessibility Guidelines (WCAG) 2.0.  
Yes No N/A
- If possible, choose software that does not require attendees to download a plug-in to access the software. Some people with disabilities cannot download software without help and some attendees may not be able to download software from work computers.  
Yes No N/A

- Test software before the event. Make sure multiple people can access the software.  
Yes No N/A
- Provide an alternative if attendees cannot access the software. Can they dial in by phone, or use a chat facility?  
Yes No N/A
- Identify protocols for speaking at the beginning of the meeting. ie. Acknowledgement of Country (refer to events manual for most up to date).  
Yes No N/A

### 1.3 Invitations

- Provide information on how to access the venue, including, venue drop off points, accessible parking, public transport and walking directions.  
Yes No N/A
- For event registrations or RSVPs, ask attendees if they have any particular accessibility requirements. This ensures adjustments can be managed as a part of the event.  
Yes No N/A

### 1.4 Room Set Up

- Ensure there is ample space around the entrance for people to enter and exit without disrupting other attendees.  
Yes No N/A
- Are stages and speaking areas, including lecterns, accessible for people with limited mobility?  
Yes No N/A
- The host or event organiser should provide a 'house-keeping' statement at the beginning of the event. This should outline the layout of the room, breakout rooms, and location of the toilets, meal areas, fire exits and emergency procedures.  
Yes No N/A

### 1.5 Technology and Audio Visual

- Ensure a hearing loop is available and additional microphones provided for questions.  
Yes No N/A
- Provide adjustable height microphones, or lapel microphones.  
Yes No N/A
- Ensure screens can be viewed from any vantage point.  
Yes No N/A
- Have audio systems been tested? Are hearing loops and microphones working and ready for use?  
Yes No N/A
- If using a conference communication app, has it been tested for accessibility? Are there other methods to connect and contribute? (Email, Twitter)  
Yes No N/A

## 1.6 Refreshments and Dietary Arrangements

- Provide a variety of meal options, including items that are easy to eat or do not require utensils.  
Yes No N/A
- Ensure catering staff are briefed and available to assist attendees with serving items where required and serving tables are at appropriate heights for people of short stature or in wheelchairs.  
Yes No N/A
- Ensure meals cater for dietary preferences and conditions, including allergies, intolerances and diabetes and they are clearly labelled.  
Yes No N/A

## 1.7 Language

- Please read our [Guide to Inclusive Language at RMIT](#)