



Inter-Agency
Coordination
Türkiye

Disability Inclusion Task Team

Guidance on inclusive events and meetings

Why is inviting persons with disabilities to events and meetings important?

When persons with disabilities participate in decision-making processes, it provides strong support towards ensuring that policies, strategies, programmes, and operations to be more effective in addressing barriers to inclusion and more relevant in supporting their full and equal participation. Persons with disabilities have first-hand experience of the challenges they face and know better what can be done to enhance their rights and wellbeing. In addition, active participation of persons with disabilities and their representative organizations is a key part of shifting attitudes and dismantling stigma*.

*Guidelines on consulting persons with disabilities – UN Disability Team in the Executive Office of the Secretary-General

1- Involve persons with disabilities and their representative organizations when planning and designing your events/meetings:

- Involve them in early stages of the design
- Consider the different types of disabilities and representative organizations when designing your events/meeting.
- Identify key priorities and needs of persons with disabilities and how your event/meeting can better address their needs.
- Consult persons with diverse disabilities about their preferences regarding accessibility and safety of the venue, modality and modifications required to make the event inclusive for persons with disabilities.

2- Ensure that the venue is accessible to all:

- The location is close to the audience of the event/meeting.
- The address is well-known to the community.
- The location is close to public transportation routes.
- If possible, provide accessible transportation for persons with disabilities participating in your event/meeting.
- Physically accessible and safe for persons with disabilities to reach and move freely with high level of independence (free of obstacles, equipped with a ramp, large space that accommodates wheelchair users and has accessible toilet rooms)
- Allow personal assistants or caregivers to accompany persons with disabilities to events/meetings where relevant.
- Ensure that seating arrangement takes persons with diverse disabilities into consideration (allow enough space for wheelchair users to move around, allocate seats for blind and deaf participants in front rows).
- Make sure the venue has fully accessible toilet facilities.

3- Inclusive communication:

- Provide sign language interpretation (Note: sign language differs based on the language of the audience, for instance, Turkish sign language differs from Arabic sign language). Hire an adequate number of interpreters, as sign language interpreters rotate every 15-20 minutes.
- For blind persons, ensure that you provide the agenda, presentation, handouts in an accessible format that is compatible with their screen reader (preferably word format) prior to the meeting
- When using PowerPoint presentations, explain the content of each slide in detail (explain all charts, figures, images) to allow those with low vision or blind persons to understand the content and enhance their participation in the discussion. Try to show audio-described, sign language used and subtitled version of videos.
- In general, avoid dense content when using PowerPoint presentations and ensure that participants have understood the information.
- Choose high contrasting color schemes when designing your event/training materials, for instance black text on white background, or white text on black background.
- Allocate additional time for events/meetings attended by persons with disabilities to ensure that sign language interpreters or caregivers have enough time to further explain the information.
- Encourage persons with disabilities to participate in the discussion (always ask for their opinion and input).
- Allocate adequate time between sessions for persons with disabilities to rest and get ready for the next session.

Inclusive events checklist:

Item	Yes /comments	No/ comments
Persons with disabilities have been engaged in the design and planning of the event/meeting		
Persons with disabilities have been consulted about the venue and other required arrangements		
The venue is accessible and safe to use by all participants		
Content is available in different formats (presentation, agenda, handouts)		
Sing language interpretation has been arranged		