

Making events accessible to all

Comfortable environment

An attractive and well cared for environment

Spacious

Good seats

Cushions

Well ventilated, not too warm or too cold

Not too bright or dark. Natural light and views to sunny spaces

Quiet and undisturbed space. Music is played sometimes unless people have hearing issues

A familiar place that feels safe to participants

Toilets are accessible to all

Access

On bus routes and easy to find

Well signposted

Wheelchair accessible

Equipment

Is easy to use

Welcome

Each person is welcomed on arrival

The right people are present for the purpose

Information

Overheads may suit some people

Handouts for those who want extra information

Interpreting and signing to support participation for everyone

Refreshments

Choice of drinks

Drinks on tap

Nibbles

Food that people like, including meeting dietary needs

Prizes and rewards, such as certificates for participation

Discussion

Agenda that people know about beforehand and can add to, so that everyone is clear about which decisions are to be made

Clear ground rules and framework for discussion with a shared goal

Giving everyone a chance to speak and everyone getting the support that they need. A variety of ways to seek out people's opinions.

Interesting content

Good facilitator – flexible but getting the job done. Neutral role.

Not going on too long – a definite time period for the meeting

Jargon free

Accessible information about the issues being discussed