

Inclusive and Accessible Events: Good Practice Guidance



Please note that an electronic version of this guide is available online at:
www.york.ac.uk/about/equality/policy-guidance/guidance/

Contents

- 1. Introduction..... 4
- 2. Planning the event 5
- 3. Pre-event administration 6
 - 3.1. Choosing a venue..... 6
 - 3.2. Publicising the event..... 12
 - 3.3. The booking process 13
- 4. Organising the timings of events 15
- 5. Planning for food / refreshments..... 16
- 6. Preparing handouts and materials..... 18
- 7. On the day of the event 19
- 8. During the event..... 20
- 9. Post event administration 21
- 10. Social events..... 22
- 11. Remote events 23

1. Introduction

This good practice checklist has been developed to help ensure that all university and departmental events (meetings, training sessions, conferences, information fairs, open days and other activities) are planned and organised in a way that is inclusive and accessible to people with a range of different circumstances and needs.

The information below covers a range of things that should be taken into account at the different stages of organising and delivering an event and help to ensure that events are inclusive and accessible to as many people as possible.

This guidance is not exhaustive and individual event organisers may have to respond to other requirements, which are dependent on the requests made by participants.

This guidance sets out key considerations before, during and after the administration of events.

For further information or advice on examples of good practice of accessible and inclusive events on campus, please contact equality@york.ac.uk.

2. Planning the event

Number	Actions/considerations	Yes	No
2.1	<p>Format of the event - Have you considered whether the event will be online, for example via Zoom, or in person? One of the benefits of an online event is that it can be more accessible and may attract a wider and more diverse audience. However, sometimes in person events are easier for people to participate in and they can foster good relationships.</p> <p>*see section 11 for more information about online events</p>		
2.2	<p>Date of the event - has consideration been given to the date the event will be scheduled? (Avoiding for example, school holidays, religious festivals or where staff work part time).</p> <p>See the Equality and Diversity Office Events Calendar.</p>		
2.3	<p>Timing of the event - For internal staff events or conferences on campus, has a later start time or early finish time for the event been considered, for example, between 09:30-16:30 to allow for participants with caring responsibilities to more easily attend?</p>		
2.4	<p>Speakers - When inviting speakers, have you considered how you might establish a balanced representation of the topic being presented/discussed (for example, sex, ethnicity and other protected characteristics)?</p>		
2.5	<p>Content - If you are inviting someone else to speak at an event you are organising, while discussing the content of their talk, you should consider whether it may be particularly challenging for some individuals in attendance? For example, content relating to sexism, violence or discrimination etc.</p>		

Number	Actions/considerations	Yes	No
	You may need to give a content warning prior to your event, for example, in publicity materials, and also at the beginning and/or during the event?		
2.6	<p>Event Management Form - Do you need to complete a University event management form (requires a University login) for your event? This is usually required if the event is outside normal day-to-day activities and requires additional planning and organisation.</p> <p>Events with external participants and/or out of normal working hours an Event Management Form is required for health and safety reasons.</p> <p>If your event is taking place outside of normal opening hours, you may need to consider additional arrangements for access to the building and after the event. For more information contact the University's Security Team on 01904 32 4444 or via security-control-room@york.ac.uk.</p>		

3. Pre-event administration

3.1. Choosing a venue

The venue for an event needs to be accessible for people who may have a range of access needs. In addition, information on the range of inclusive facilities available on campus should be considered and made available to anyone requesting this. For example, wheelchair access, hearing loops, all gender toilets and prayer or contemplation facilities. For further information, see our [inclusive campus facilities](#).

Number	Actions/considerations	Yes	No
3.1.1	<p>Accessibility of the venue - Has the accessibility of the venue been checked?</p> <p>This may include wheelchair users but also people with other mobility impairments, with a visual or hearing impairment. Things to consider: turning spaces for</p>		

Number	Actions/considerations	Yes	No
	<p>wheelchairs within the room, location of nearby lifts, if key card access is required, checking room information on Planon (login required) or the Audio Visual webpages.</p> <p>Is there an accessible entrance and is it the same as the one for other participants?</p>		
3.1.2	<p>Parking and transport - Is there disabled parking close to the venue?</p> <p>Can this be reserved if requested?</p> <p>Is the route from the venue to the nearest car park and bus stops easily accessible?</p>		
3.1.3	<p>Directions to the venue - Have directions to the venue been provided on the event invitation and confirmation correspondence?</p> <p>Have contact details been provided for further information or instructions?</p> <p>Note: Directions to individual rooms on campus are available via Planon.</p>		
3.1.4	<p>Accessibility of building lifts - If the event is not on the ground floor of the venue, is there a lift that is wide enough to accommodate a motorised wheelchair and/or a wheelchair user with a personal assistant?</p>		

Number	Actions/considerations	Yes	No
3.1.5	<p>Speaker's area - Is the speaker's area accessible? It is recommended that the event organiser asks the speaker if they have any access needs.</p> <p>Things to consider:</p> <ul style="list-style-type: none"> • Is it at floor level or is there a step(s)? • If the lectern is being used, is it height adjustable? If not, discuss with the presenter what equipment/furniture they would need to support them. • Provision of a height adjustable chair/stool for the presenter to use. 		
3.1.6	<p>Lighting - Is the lighting in the venue adjustable?</p> <p>If the content of the event includes flashing, flickering and strobe lighting that may cause a problem for some participants, are you planning to issue a warning to participants before, at the beginning and during the event?</p>		
3.1.7	<p>Microphones - Are microphones provided in the venue?</p> <p>The use of microphones is recommended for the benefit of both the speaker and participants, and it is therefore good practice to use microphones at all events. You may need to order additional microphones if these are not provided in the venue. For example, lapel microphones for the speaker(s) and/or handheld microphones, if the event has a question and answer session.</p> <p>See the Audio Visual pages on room information and on pa systems and microphones.</p>		
3.1.8	<p>Hearing loop - Does the room incorporate a hearing loop. Event organisers can contact AV for further information (av@york.ac.uk).</p>		

Number	Actions/considerations	Yes	No
	<p>Please see approved meeting rooms on campus with hearing loops or contact the Audio Visual Team for advice and/or book a technical briefing at the beginning of an event.</p>		
<p>3.1.9</p>	<p>Recording equipment (audio only)- Does the venue have recording equipment such as replay lecture capture to record and publish events for people who are unable to attend?</p> <p>See the University’s guidance Replay Lecture Capture.</p> <p>If you decide to use replay lecture capture, speakers and participants should be notified about, what is being recorded and who will be able to access the recording after the event.</p> <p>*see section 11 for more information about online events</p>		
<p>3.1.10</p>	<p>Filming and photography - Will the event be, filmed or photographed?</p> <p>Both filming your event and taking photographs is seen as good practice as it allows those participants who are unable to attend, the opportunity to either re-watch or view images from the event at a later date.</p> <p>Things to consider:</p> <ul style="list-style-type: none"> • Is the venue suitable? Please contact the Audio Visual Team for advice and if there are any additional costs. • Have you asked in advance, for participants’ permission to be, photographed or filmed? • You may need to decide which elements to photograph or film for example, only the presentations. • If filming questions and answer sessions, personal information about participants may need to be edited out. 		

Number	Actions/considerations	Yes	No
	<ul style="list-style-type: none"> Have you informed participants about how you will be using the footage and/or photographs and have you given participants the chance to opt-out? For example, uploading to a public webpage. <p>For further information about this and the University's privacy policy see the Photography and video guidance.</p>		
3.1.11	<p>Captions - Is the venue suitable for the use of assistive technology such as speech to text captions?</p> <p>This is something that may be requested by participants with a hearing impairment.</p> <p>Participants will need to be notified about how to access the captions. This could be either on a screen at the front of the venue or via a URL on an individual device (laptop, tablet, smartphone). Depending on the provider, there may also be a transcript of the event that could be circulated to participants or added to the event web page at a later date.</p> <p>Please contact the Audio Visual Team for advice about using this facility.</p> <p>*see section 11 for more information about online events</p>		
3.1.12	<p>BSL interpreters - you may receive a request from a disabled participant to provide a BSL interpreter. BSL interpreters need to be booked in advance, as they are known to be in short supply. For example, it is recommended that you allow a minimum of two weeks or longer lead-in time to source/contact interpreters.</p> <p>You may also want to consider if interpreters will be required during refreshment breaks and lunch. See the Equality and Diversity Office information about BSL interpreters.</p>		
3.1.13	<p>Accessible seating - you will need to consider if appropriate seating can be reserved for participants with a mobility impairment, a visual impairment, a wheelchair user or a person with hearing loss who lip</p>		

Number	Actions/considerations	Yes	No
	<p>reads or needs to be near a BSL interpreter or who can easily read captions on screen?</p> <p>Note: you may want to include seating for a personal assistant next to the participant, if you have been notified.</p>		
3.1.14	<p>Toilets - Are there toilets (male, female or all gender toilets and fully accessible) within easy reach or located close to the venue?</p> <p>Note: you may wish to search the campus map for the nearest location of 'all gender' and accessible toilets on campus.</p>		
3.1.15	<p>Private space - Is there a private or designated space near to the venue for people to use for short periods, for example, for religious observance, to administer medication or to take a break?</p> <p>Note: You may wish to search the campus map for the nearest location of prayer and contemplation facilities on campus.</p>		
3.1.16	<p>Breastfeeding and baby changing - Are there breastfeeding or baby changing facilities in the building or close to the venue?</p> <p>Note: you may wish to search the campus map for the nearest location of baby changing and breastfeeding facilities on campus.</p>		
3.1.17	<p>Emergency evacuation - Are there emergency evacuation arrangements and places of safety for people who may not be able to use stairs in the event of a fire or other emergency? Event organisers need to check these details when booking a room.</p> <p>Please contact the Health and Safety Services and see their information about Fire Safety (Personal Emergency Evacuation Plan – PEEP) (login required).</p>		

Number	Actions/considerations	Yes	No
3.1.18	Assistance animals - you may be contacted by a disabled participant who has an assistance animal, they may need to discuss with the event organiser whether additional arrangements are required to accommodate this.		

3.2. Publicising the event

Number	Actions/considerations	Yes	No
3.2.1	<p>Publicising the event - How are you planning to publicise your event to attract a diverse audience?</p> <p>For example:</p> <p>Are you using social media and other accessible forms of electronic communication?</p> <p>Are you thinking about approaching external organisations or representative groups to engage and encourage participation from their members?</p> <p>Are there any internal networks or groups that may be particularly interested in your event?</p> <p>Is it appropriate, based on the content of your event, to include it in the University's Equality, Diversity and Inclusion calendar of events? You can submit an event via the event submission form (for internal use only).</p> <p>Are you promoting accessible and inclusive facilities available on campus that will be available?</p> <p>Have you given enough lead-in time when promoting your event to allow people to schedule this into their diary? For example, those with caring responsibility may need to make appropriate arrangements.</p>		

Number	Actions/considerations	Yes	No
	<p>If you are using printed leaflets or other materials to promote your event, you must ensure these are accessible. For example:</p> <ul style="list-style-type: none"> • only include relevant information and use plain language. • consider the layout of your materials e.g., use of headings, bullet points and lists • consider the font size and if this can be provided in a larger print version • appropriate colour contrasts between background and text and images • include contact information, in the form of email and phone number • ensure the time, date and location is clear <p>*see section 11 for more information about online events.</p>		

3.3. The booking process

Number	Actions/considerations	Yes	No
3.3.1	<p>The booking system - Have you considered the accessibility of the booking system you are going to be using and if alternatives are available?</p> <p>Examples of ticketing systems could be Eventbrite or a Google form.</p> <p>Does your event need to be ticketed due to restricted numbers or providing more information, for example, a Zoom link to join the event? Will this also allow for reminders and follow-up messages to be sent to participants?</p> <p>Does the event booking system include options for participants to:</p> <ul style="list-style-type: none"> • indicate their pronouns 		

Number	Actions/considerations	Yes	No
	<ul style="list-style-type: none"> • add access requirements • any special dietary information • any other special requirements 		
3.3.2	<p>Accessibility Statement - Will an accessibility statement be included in the invitation and/or confirmation to participants?</p> <p>For example:</p> <p style="padding-left: 40px;">We will do our best to fulfil your requirements to allow you to fully participate in this event. Please let us know in advance of the event if you have any special requirements such as dietary needs based on religious or medical grounds, require handouts in advance and/or in alternative formats such as Braille or large print, or access needs such as wheelchair access or the provision of hearing loops.</p> <p>Have you provided contact details such as an email address for participants to make requests for accessibility, reasonable adjustments and any other special requirements?</p>		
3.3.3	<p>Invitation and confirmation - have you provided participants the opportunity to disclose any access needs that may require you to make additional arrangements. You may choose to do this either via the initial event invitation and/or the confirmation process.</p> <p>Does the event invitation and confirmation provide information about how to get to the venue, including public transport links and parking arrangements near the venue?</p> <p>See the University's maps and directions page.</p> <p>If your event is online, you may wish to include the joining instructions, for example,</p>		

Number	Actions/considerations	Yes	No
	<p>the Zoom link, in the invitation or provide it nearer the event.</p> <p>*see section 11 for more information about online events</p>		
3.3.4	<p>Residential events - If the event is residential, do you offer flexible options for participants to attend all or part of the event? (This may be a chance to be inclusive to participants with caring responsibilities).</p>		
3.3.5	<p>Ambassadors/helpers - Will there be ambassadors/helpers at the conference/event to assist participants?</p> <p>The ambassadors/helpers will need to be clearly identifiable and have all the relevant information about the venue, facilities and programme of the event.</p>		
3.3.6	<p>GDPR - Has a statement been included in the invitation and confirmation for the event about GDPR (General Data Protection Regulation)? This should be clear about how personal information, for example, access, pronouns, disability, will be stored, used and deleted.</p> <p>See the University's GDPR Guidance pages.</p>		

4. Organising the timings of events

In order to ensure that as many people as possible can participate, it is important to consider the date/time of events.

Number	Actions/considerations	Yes	No
4.1	<p>Breaks - Have you scheduled one or more short breaks for events that are longer than 2 hours?</p> <p>In timing the breaks, thought should be given to scheduling them, for example, for people who may need regular food intake relating to a health condition,</p>		

Number	Actions/considerations	Yes	No
	those using services such as interpreting or accessibility software.		
4.2	<p>Changeover times - Have sufficient changeover times been allowed for events that involve a number of sessions in different venues for participants with mobility impairments to move between rooms/venues?</p> <p>Have you factored in time at the beginning and end of your event to allow you to alter the layout of the room (tables, chairs etc) and to clear away any leftover food waste?</p>		

5. Planning for food / refreshments

Number	Actions/considerations	Yes	No
5.1	<p>Special dietary requirements - Have participants been asked via the booking system to notify you about any special dietary requirements, including allergies, vegetarian, vegan, Halal or Kosher meals?</p> <p>Note: Making your food menu available to all participants in advance may help them make decisions about what they will/can eat. This is particularly useful for people with special dietary requirements and those who would benefit from additional time to make a decision. Menus and an allergen and ingredient breakdown can be requested from Campus Kitchen in advance, for the purpose of sharing with participants before the event. However, it must be noted that due to supply issues on the day some items may be substituted and so may differ from the original list.</p> <p>Note: please clearly indicate to participants where special diets will be located at meal times.</p> <p>Note: there may be some occasions where a participant will request to bring their own food and this</p>		

Number	Actions/considerations	Yes	No
	<p>could be due to medical or religious grounds or allergies.</p> <p>Note: there are three Trusted Suppliers, which you can use for on-campus events, these are Campus Kitchen, Divine Dining and Bells of York.</p> <p>Note: Although all of the above providers adhere to allergen best practice, they may not have a 100% allergen-free kitchen. Therefore, if event organisers are notified of any severe allergies, they will need to discuss this with the food provider in the event that a pre-packaged alternative meal needs to be provided by a trusted external supplier.</p>		
5.2	<p>Seating - Does the venue for refreshments or lunch have seating for participants?</p> <p>Note: If buffet refreshments are to be provided, where all participants may not be seated, consider food options that can be eaten without the need for cutlery.</p>		
5.3	<p>Additional considerations - Will there be ambassadors/helpers at a conference, where there are likely to be a large number of participants, to assist anyone who may encounter difficulties queuing for food or carrying it to a table?</p> <p>Note: ambassadors/helpers should be clearly visible, for example, wearing a particular colour t-shirt.</p> <p>Will there be alcohol free refreshments for those participants who do not/are not drinking alcohol?</p>		

6. Preparing handouts and materials

Number	Actions/considerations	Yes	No
6.1	<p>Presentation/handouts - Are all presentations, handouts and materials in accessible formats with a heading structure?</p> <p>Note: See University guidance on using heading styles to structure documents</p> <p>Can electronic copies of presentations be obtained in advance of the event, so they can be sent to participants on request? This is considered good practice for supporting disabled participants.</p> <p>Do you have access to facilities and software to convert presentations, handouts and materials into alternative formats, for example, large print or printed onto different colour paper, if requested by participants?</p> <p>Please contact the University's Design and Print Department for advice.</p>		

7. On the day of the event

Number	Actions/considerations	Yes	No
7.1	<p>Pre-event checks - Have the following checks been made before participants arrive?</p> <ul style="list-style-type: none"> • Room layout and setting up (previous users may have used a different room layout to the one required for your event) • IT equipment set-up and ready to use (slides, sound, screens, microphones, online event platform, e.g., Zoom) • Refreshments and food, including special dietary requirements are in place • Changes or disruptions identified to nearby car parking and routes to the venue and leading to the meeting room itself, including nearby lifts. The organiser could check with Estate in advance via their general enquiries email fm-helpdesk@york.ac.uk. • Have any speakers or individuals supporting the event given their apologies on the day of the event due to sickness or a family emergency? You may need to consider alternative arrangements, for example, changing the running order or length of the event and the impact on other arrangements? 		
7.2	<p>Signage - Do you need to provide directional signage on route to the venue/room and on the entrance to the room of the event?</p>		
7.3	<p>External visitors - Will there be someone available to meet and greet external speakers, guests or participants who might be unfamiliar with campus and the location of the venue?</p>		

8. During the event

Number	Actions/considerations	Yes	No
8.1	<p>At the beginning of the event - will information about general housekeeping be provided? For example, the evacuation procedure in the event of the fire alarms sounding, the location of nearest toilet facilities, breakout rooms, prayer and contemplation facilities and the agenda of the day (including timings of breaks).</p> <p>You may want to bear in mind the audience when making announcements, for example, avoiding gendered language such as “welcome ladies and gentlemen.” This could be replaced with “welcome everyone and thank you for joining us.”</p>		
8.2	<p>Name badges - Will participants be provided with name badges that have the option to include pronouns?</p> <p>Pronouns are words used to refer to people’s gender in conversation - for example, ‘he’ or ‘she’. Some people may wish others to use gender neutral language via such pronouns as “they/them”</p>		
8.3	<p>Large print handouts - Consider having at least one large print copy of all handouts available on the day, even if not requested.</p>		
8.4	<p>Social media - Have you asked participants to use social media to post information about the event, for the benefit of participants who are not available to attend?</p>		
8.5	<p>Content warnings - Have you considered the effect(s) that the content of the session or presentation may have on some participants, for example will there be emotionally challenging content that you may want to give prior warning about at the beginning of the event?</p>		

Number	Actions/considerations	Yes	No
	It is recommended that you inform participants at the beginning of the event, as well as the start of the particular section in which this content appears, if this is possible.		
8.6	<p>Additional considerations - Will you notify participants that flashing, flickering or strobe lighting is going to be part of the event?</p> <p>Note - this type of lighting may cause problems for some participants and a warning should be issued prior to each time it is used.</p> <p>Have you made participants aware that they can raise issues with a designated person if something happens during the event?</p> <p>You may want to think about ways of highlighting the principles within the University’s Dignity at Work and Study Policy to ensure your event is safe, inclusive and welcoming to all participants.</p>		

9. Post event administration

Number	Actions/considerations	Yes	No
9.1	<p>Feedback - Have you asked participants if they would like to provide feedback about the event, which might help to improve future events? For instance: feedback regarding the accessibility of the event; the content of the talk(s); the promotion and booking process used for the event.</p>		

Number	Actions/considerations	Yes	No
9.2	<p>Following up - Are you prepared to provide follow up communications to participants that may include:</p> <ul style="list-style-type: none"> • Access to handouts/presentations • Access to event photographs and recordings, which participants have given their permission to be used. • Encouraging further feedback post event • A summary of participants' feedback gained from event evaluation 		
9.3	<p>Publishing recordings - If you are making the recording(s) of events available online afterwards have you considered how you will ensure the recording will be promoted and also how you can make it more accessible? For example, via use of captioning and accessible formats.</p>		

10. Social events

Social interactions at work or study are also important and these encompass events such as leaving events, end of year events, or just a general social get together.

Number	Actions/considerations	Yes	No
10.1	<p>Dates - Has consideration been given to the planned date(s) to allow as many participants as possible to attend and consideration given to whether they clash with school holidays, key religious festivals? It may be helpful to consult the University's ED&I events calendar</p> <p>If this is a recurring social event, you may wish to vary the date, time and venue so as to meet different needs.</p>		
10.2	<p>Timing - Has consideration been given to scheduling a lunchtime or daytime event, as this may be easier</p>		

Number	Actions/considerations	Yes	No
	than an evening event for participants with caring responsibilities?		
10.3	Activity - If your social event includes a particular activity, has consideration been given to whether all individuals can fully participate in the activity?		
10.4	Dietary requirements - If going to a restaurant outside of the University campus, does this cater for everyone's dietary requirements?		
10.5	Venue - is the venue accessible to all participants? <ul style="list-style-type: none"> • Is there an accessible entrance and is it the same as the one for other participants? • Is there parking, including disabled parking, close to the venue? • Is the venue on a public transport route? 		
10.6	Alcohol - Has consideration been given to participants who do not/are not drinking alcohol? For example, if the event is taking place in a bar/restaurant, will there be alcohol free alternatives?		

11. Remote events

With the move to more hybrid working, we have already seen an increase in the number of remote meetings and events that take place across a number of online platforms.

Some of the benefits of remote meetings and events are that they have a broader reach, with participants being able to join from anywhere in the world, as well as enabling events to be more inclusive and accessible, for instance with the function of auto-captioning. The University most commonly uses the Zoom platform for its online events. Zoom provides the opportunity for events to be recorded, either for the benefit of those unable to attend or so that they may be published online as a resource for the future.

Number	Actions/considerations	Yes	No
11.1	<p>Captioning - It is good practice to include captions during your remote meetings as this will benefit disabled individuals and those whose first language is not English. For this you have two options:</p> <p>1. Auto-captioning - these may be generated automatically via the platform you are using. For more information see our guidance on auto-captioning.</p> <p>Transcript - if you have enabled Zoom's auto-captioning a transcript can be generated and saved at the end of the meeting by the host or, if enabled in the settings, a link will be automatically sent to the host. This is a good way of sharing the content of the meeting with participants and those unable to attend after the event/meeting.</p> <p>2. Live-captioning - these are generated during the meeting either by a third-party or someone who has been assigned to type as the meeting goes along. For more information on this option and possible third parties contact equality@york.ac.uk.</p>		
11.2	<p>BSL Interpreter - see guidance created by the Equality and Office on booking a BSL interpreter.</p>		
11.3	<p>Recording your remote meeting or event - it is good practice to record your remote events from an accessibility point of view, because individuals who are not able to attend the event will be able to re-watch it afterwards. This could be for a number of reasons such as those linked to caring responsibilities or a specific disability.</p> <p>Please note that you will need to ask speakers if they are comfortable being recorded and for the recording to be shared or published online after the event. Also, if you are anticipating that participants will contribute</p>		

Number	Actions/considerations	Yes	No
	<p>to the discussion or the Q&A section verbally then you may want to consider whether they are comfortable being recorded or if it would be better for any questions to be included in the chat or Q&A function and read aloud by the host (while omitting the name of the participant).</p> <p>For example: if your event is a Zoom webinar you may want to just record the presentation and stop recording at the start of the Q&A section.</p>		
11.4	<p>Pronouns - it is good practice to include your pronouns after your name, which is displayed alongside your image/camera within Zoom. See the IT Services wiki page on pronouns in Zoom (university login required).</p>		
11.5	<p>Chat function - the meeting host is able to save the content of the chat function at the end of a Zoom meeting, this may then be shared with participants as a way of capturing any relevant points and actions, as well as links and resources. However, please note that the chat function also records contributors' names and the host would therefore need their permission to share the chat without editing out individuals' names beforehand.</p> <p>Also, it is important to be aware that for anyone who may be using a screen-reader during a webinar, use of the chat function is not recommended, as the screen-reader will pick up this information instead of the main presentation. Instead, the Q&A function should be used. This can be enabled in the webinar settings in Zoom.</p>		
11.6	<p>Hybrid events - these are possible, but it is advised that you contact the Audio Visual Team (av@york.ac.uk) to discuss the requirements for your meeting or event, as this may include additional</p>		

Number	Actions/considerations	Yes	No
	equipment and specialist support, as well as specific venues on campus.		
11.7	<p>Other things to consider:</p> <p>As per in-person events there are a number of additional things you will need to consider as part of the organisation of your online meeting or event, some of these are as follows:</p> <ul style="list-style-type: none"> • When will you share the Zoom joining link for the online meeting or event with registered participants? • Have you considered how participants will be able to interact and contribute to the event i.e., raising their virtual hand, writing in the chat or Q&A function, during the meeting or whether you will include a Q&A section at the end? • Have you considered when and how you will circulate the event recording and any transcript or relevant resources to participants? • In organising your event or meeting, have you considered some of the differences between a Zoom meeting and a Zoom webinar e.g., the differences in functionality and audience interaction. For more information see the Zoom guidance. • Please note that if you are running a remote conference there are other platforms besides Zoom that you may wish to consider. 		

Contact Us

Equality and Diversity Office
University of York, Heslington
York, YO10 5DD

Telephone: +44 (0)1094 324680

Email: equality@york.ac.uk

Webpages: www.york.ac.uk/about/equality/

Twitter: [@EqualityatYork](https://twitter.com/EqualityatYork)

YouTube: [Equality Office UoY](https://www.youtube.com/EqualityOfficeUoY)



V2.0 (updated May 2022)