

# Kaunas 2022 Guidelines for Events

Kaunas 2022





# 01

Accessibility

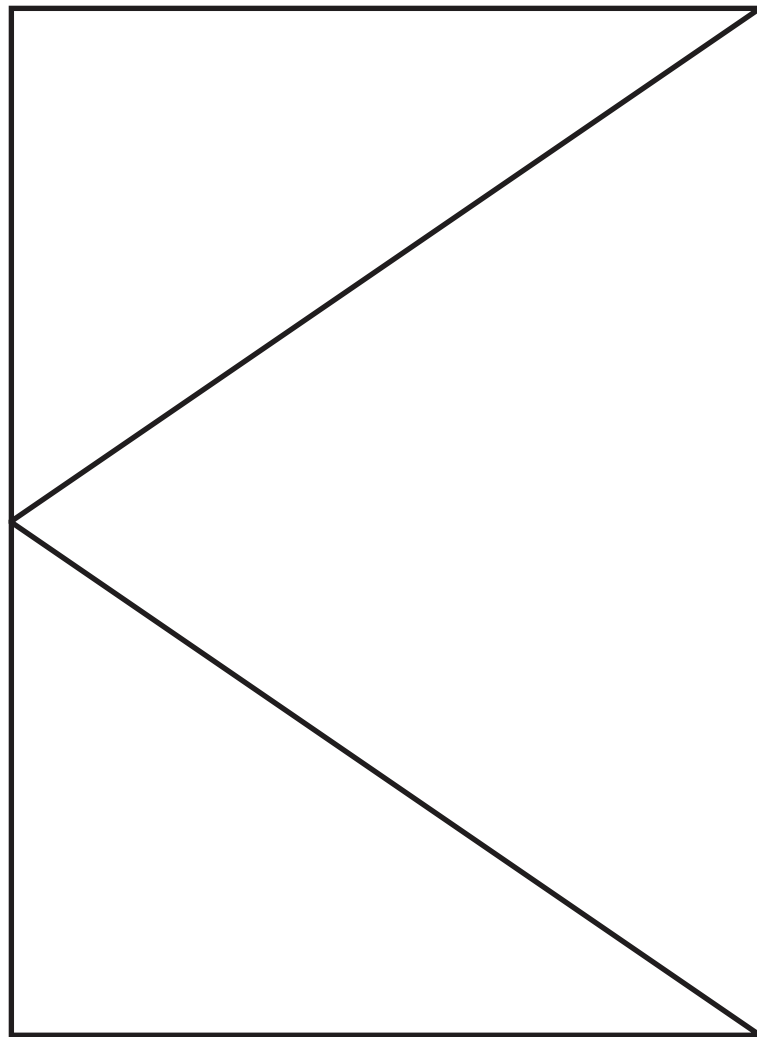


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# 01

## How to organise events accessible to all?

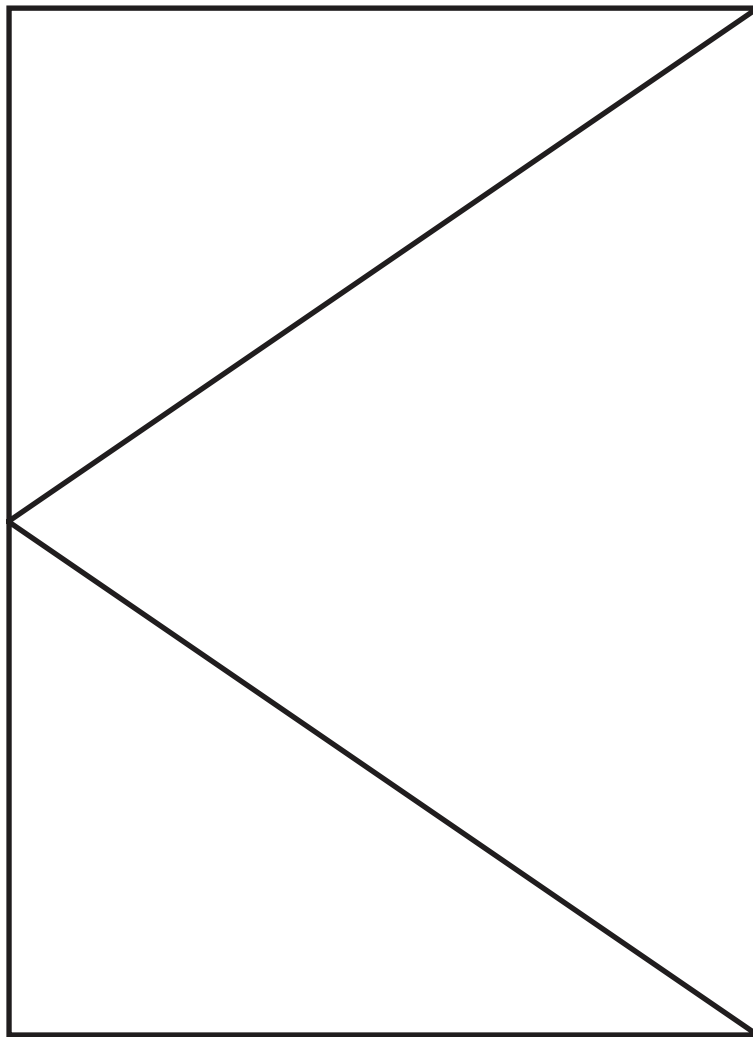


- ☐ Clear and easily accessible **communication:** information about accessibility is available, the staff of the institution or organisation is trained, a contact person is provided.
- ☐ **Accessibility of infrastructure** - the event takes place in an accessible environment: access to the event is available at both fixed or stationary, and temporary venues.



## 02

# How to organise events accessible to all?



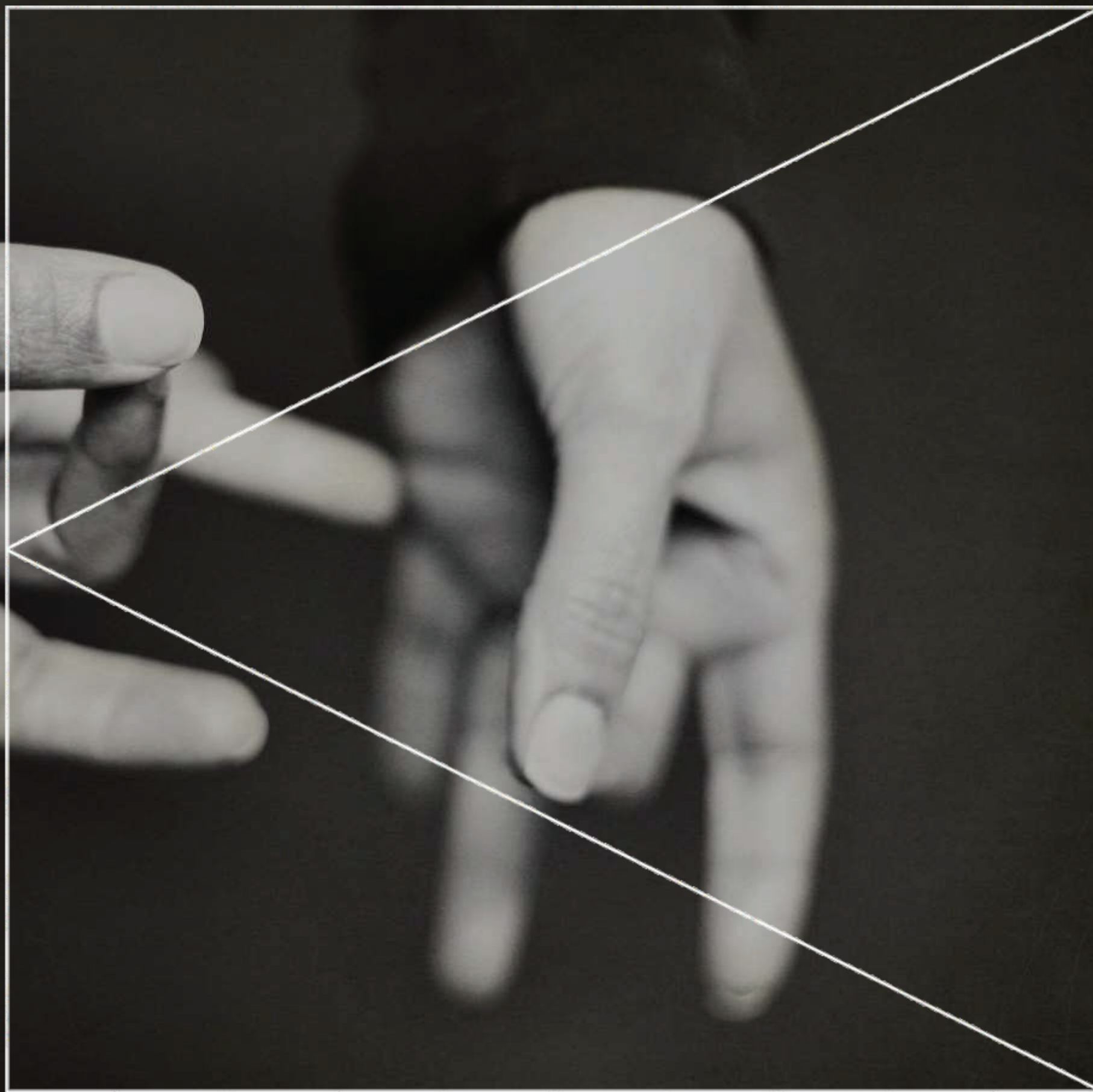
- ☐ All participants can have a quality **experience**: the event or performance can be experienced through different senses (sight, hearing, touch, taste, smell).
- ☐ An event is easy to attend if it is **understandable** to everyone, including support mechanisms and services.



# 01.1

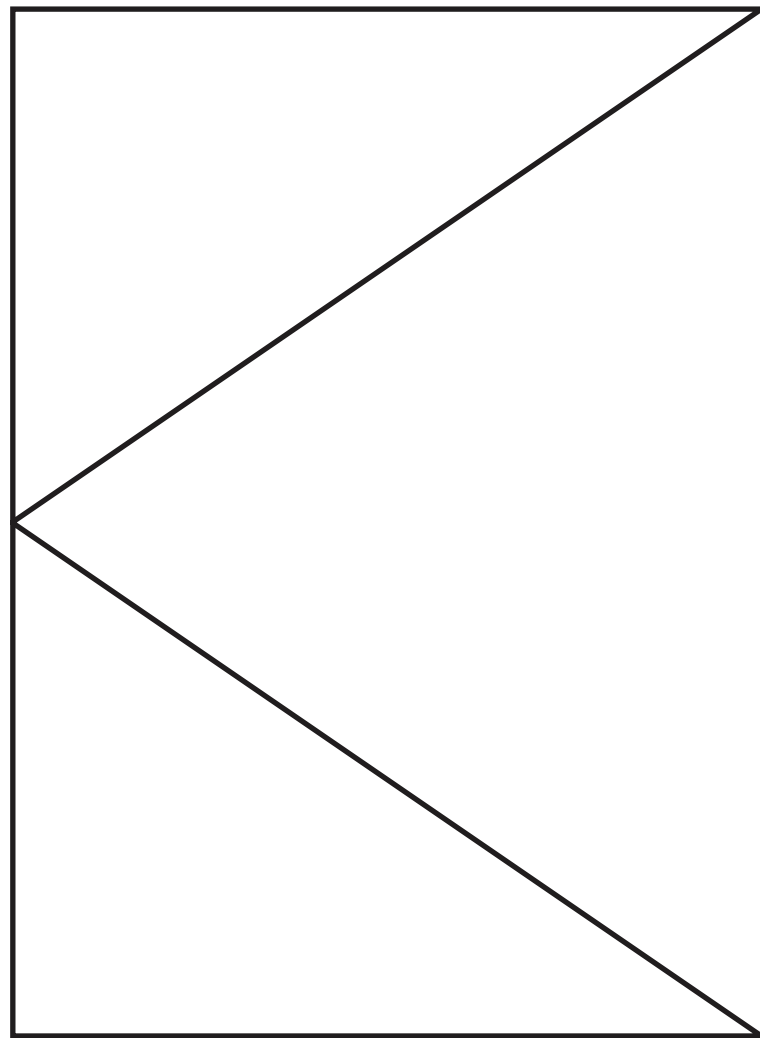
People with  
hearing  
impairment

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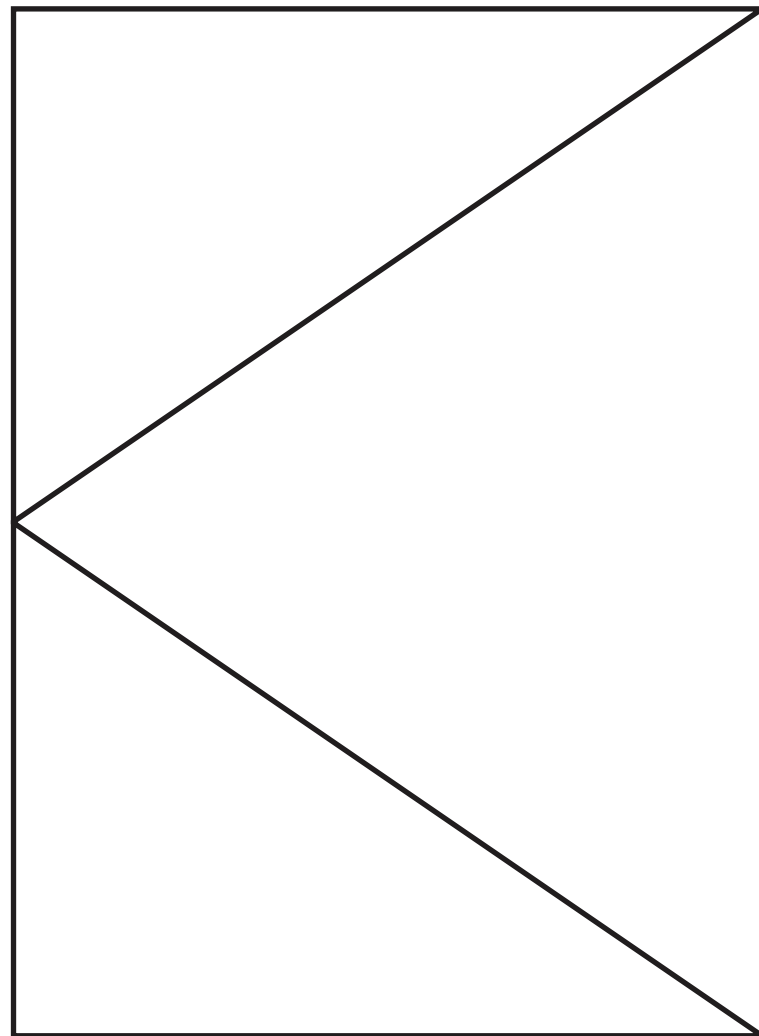


# 01.1



- ☐ Facilitate the full participation of people with hearing impairment by using assistive devices: live subtitling, sign language or real-time assistive listening systems – inductive loops or streaming content over Wi-Fi;
- ☐ book sign language interpreting services in advance, at least a week before the event. Big events are likely to require more time to prepare (approximately 2 weeks) and more interpreters. The service can be ordered at [http:// vertimaigestais.lt/v1/](http://vertimaigestais.lt/v1/)
- ☐ inform interpreters about the content, if possible, send conference announcements, song lyrics or other text material in advance, for example, by providing PowerPoint slides, speech texts or song lyrics, report titles, specific terms.

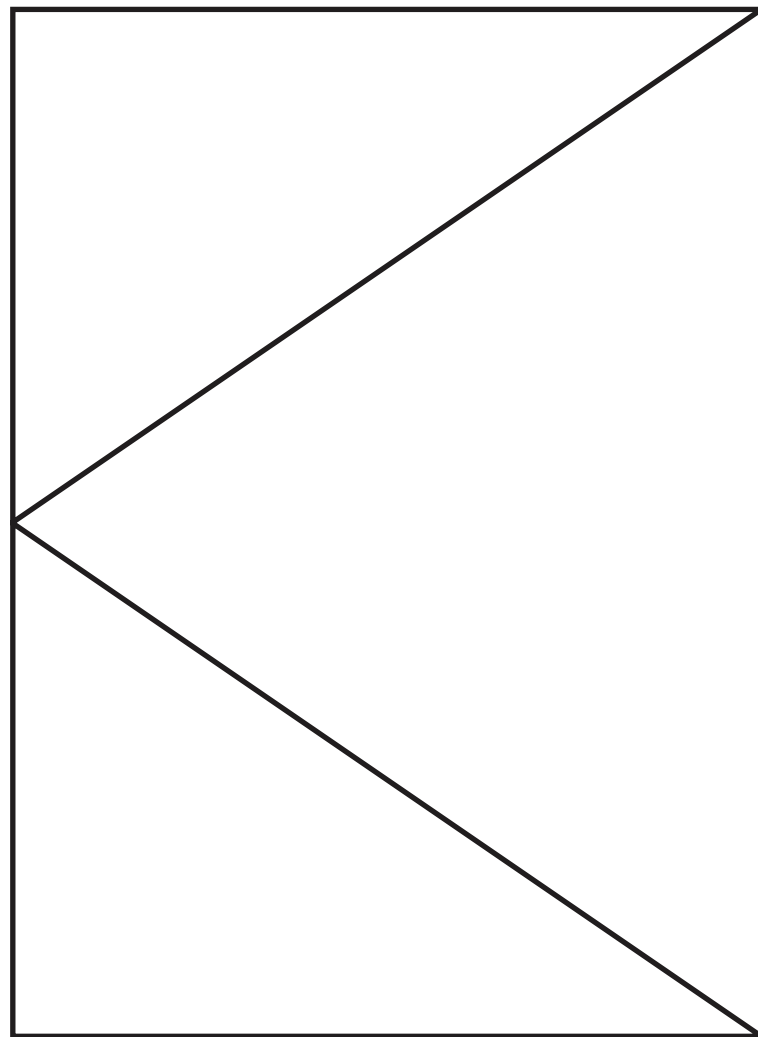
# 01.1



- ☐ Ensure that sign language interpreters provide services during breaks and, if necessary, after the event;
- ☐ provide space for sign language interpreters and/or real-time audiovisual translators. Sign language interpreters must not obstruct the images displayed and they must be clearly visible;
- ☐ if lighting during the event needs to be reduced, provide alternatives for people who lip-read or use services provided by sign language interpreters.



# 01.1



- ☐ Use screens and video streaming services so that lip-readers could see the interpreters;
- ☐ reduce or eliminate ambient noise such as coffee machine sounds, background music to avoid sound interference;
- ☐ during big events, provide enough screen space for the sign language interpreter during the broadcast (this will require at least two video cameras).

# 01.2

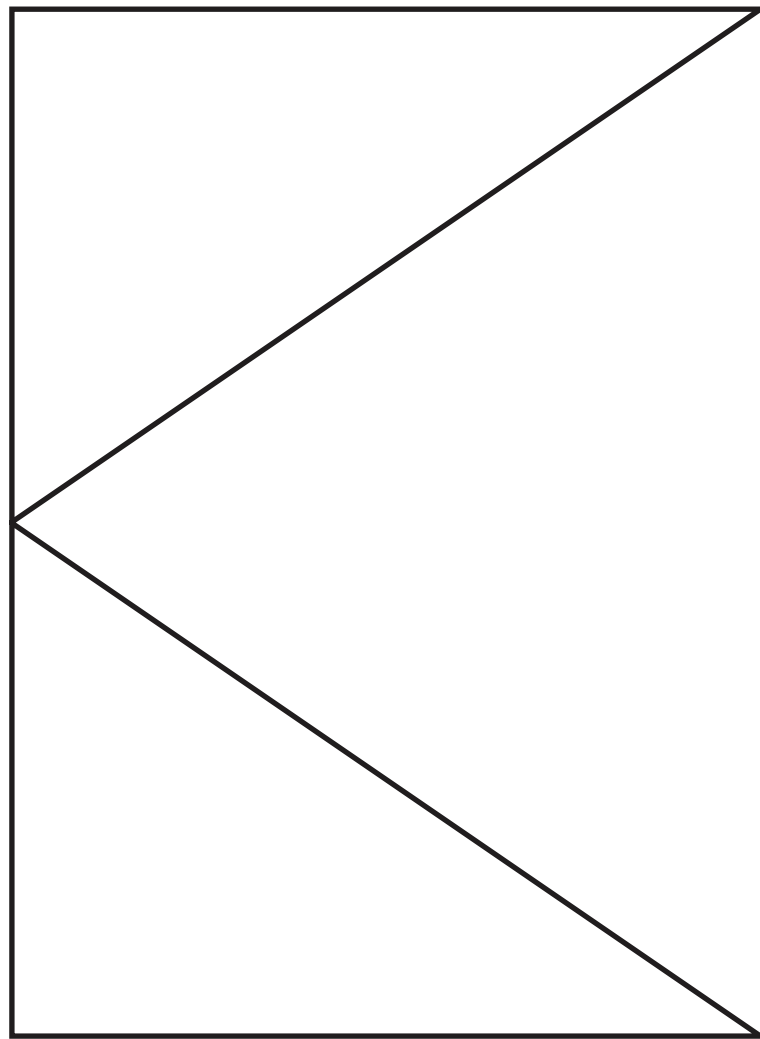
People  
with visual  
impairment

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## 01.2



- ☐ Try to provide the trajectories of events and other locations with clearly visible tactile paving;
- ☐ use audio signals as an additional measure, but remember that sounds cannot cause additional confusion and must be easily recognisable to visually impaired people;
- ☐ in printed advertisements, provide the most important information in contrasting colours written with larger Sans Serif font size (at least 16) or use other similar fonts with uniform line thickness;
- ☐ take care of adjustable lighting or bright sunlight entering the premises;
- ☐ do not forget to take care of who will welcome and escort people with visual impairment.

# 01.3

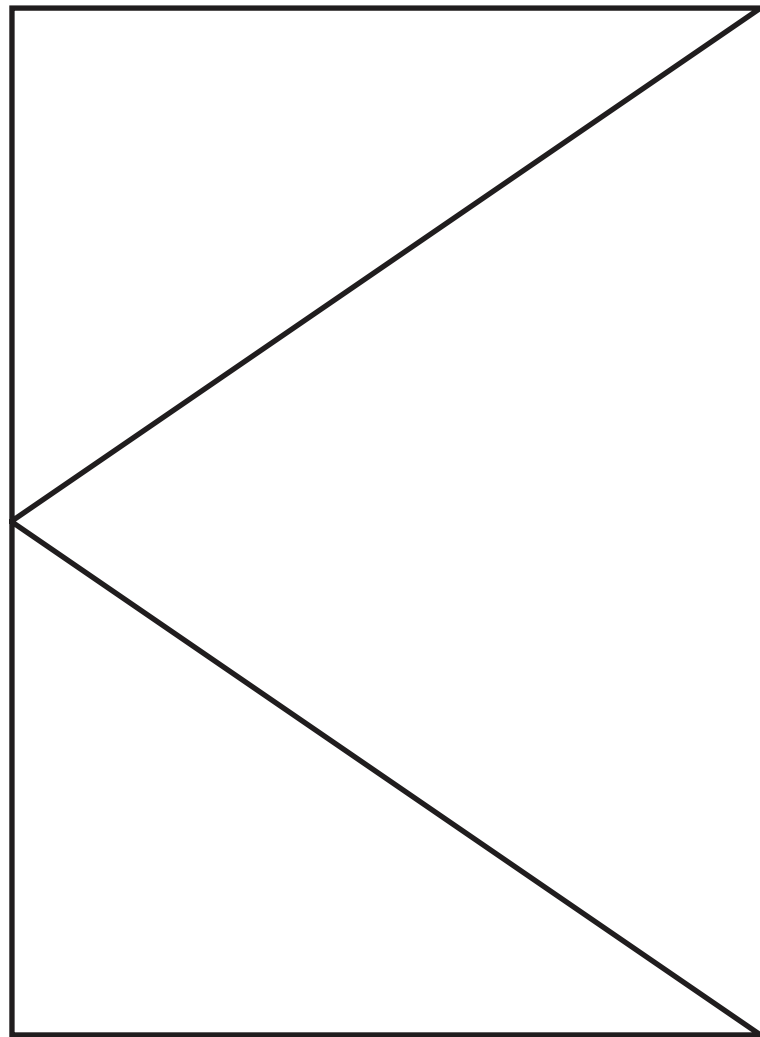
People with  
reduced  
mobility

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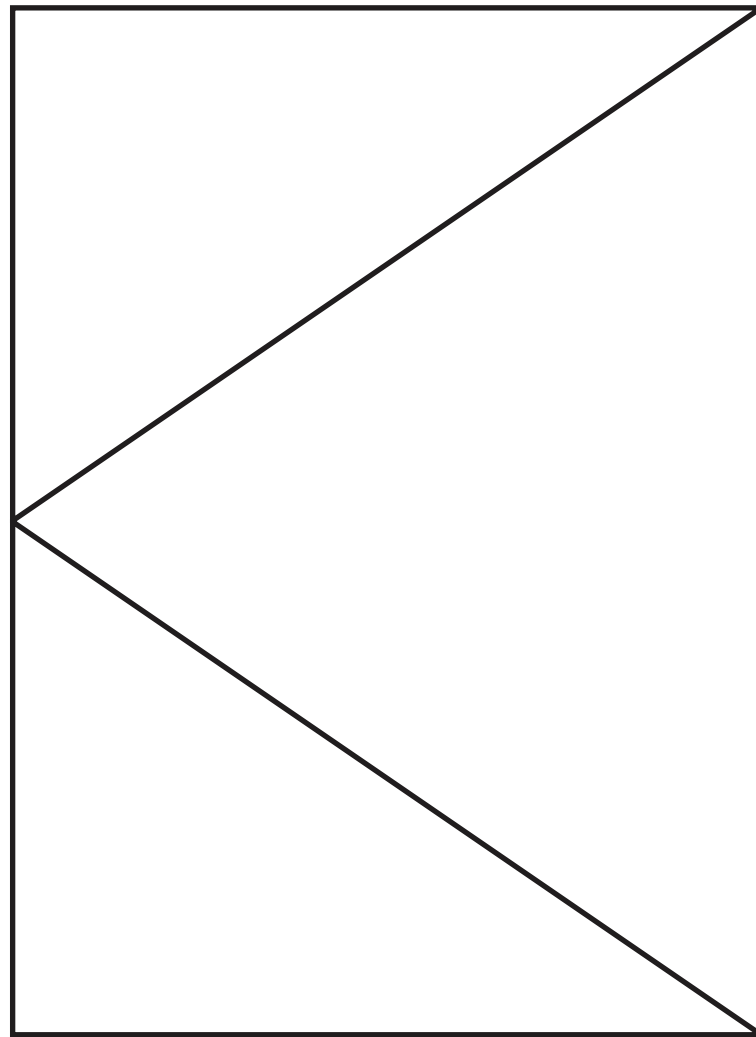


## 01.3



- ☐ Think about routes to the main venues, sanitary facilities;
- ☐ check the automatic doors or make sure there is a person who will open the doors for everyone entering;
- ☐ install ramps, check slopes of the ramps, take care of seating, marking and convenient parking;
- ☐ provide seating or space for people and service animals accompanying disabled people;
- ☐ in open-air events or unconventional spaces, arrange temporary or permanent flat paths or routes in all necessary directions. If there is no toilet nearby, install a temporary sanitary point;

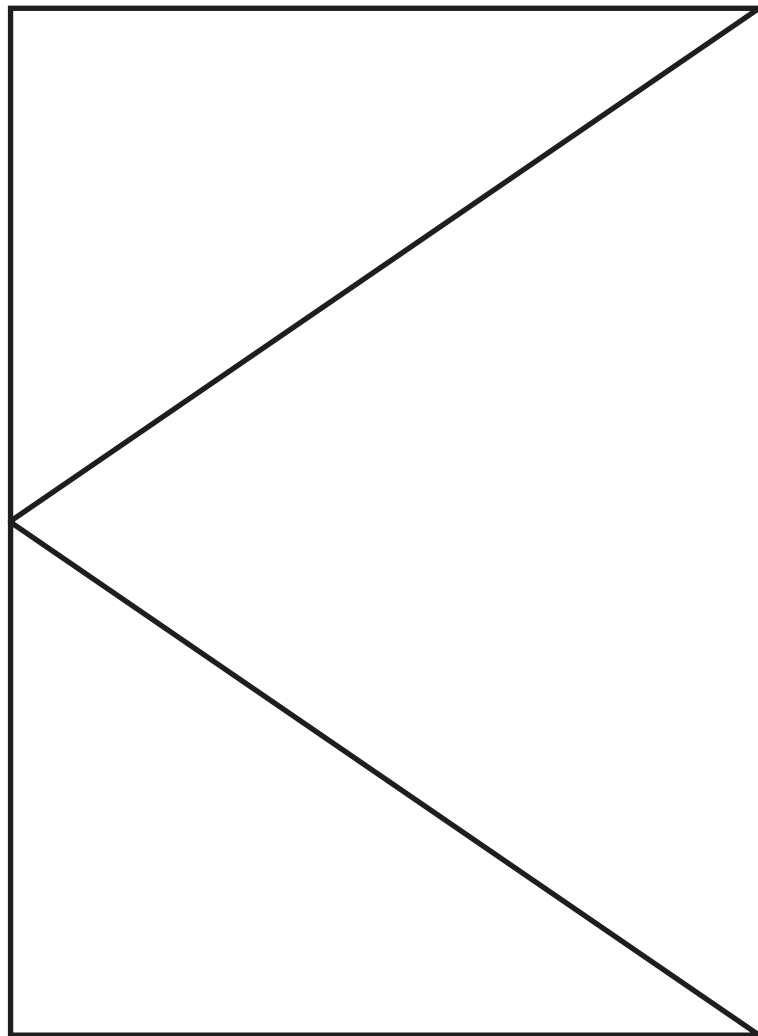
## 01.3



- ☐ provide free admission to events for accompanying persons who help people with disabilities to travel, socialise, make decisions, take medicines, or use the toilet;
- ☐ check the event layout plan, including the spaces for wheelchair users, so they can sit comfortably with friends and participate in an event or other activity;
- ☐ ensure safe movement. Poor lighting can be dangerous for everyone but especially for those with poor eyesight or the ones using walkers. If possible, use bright lighting or provide the staff with flashlights to help your guests to move. Avoid strong lighting changes when entering a dark room from a light room and vice versa;

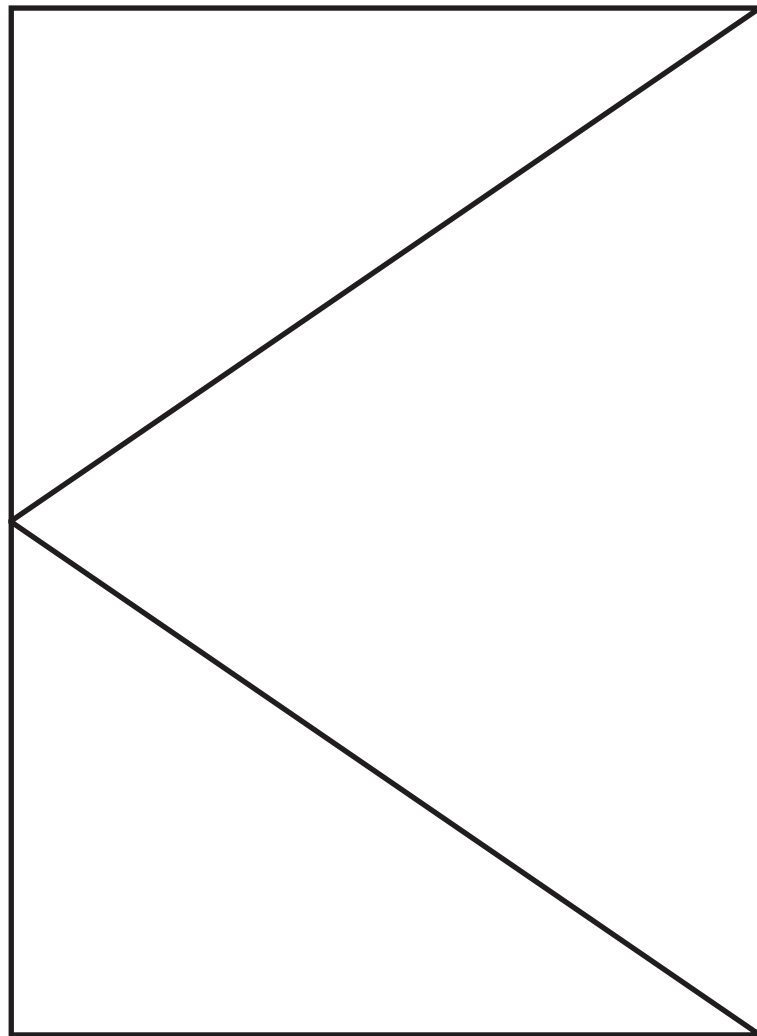


## 01.3



- ☐ ensure the availability of sanitary facilities: they must not only meet the established norms and standards but also be comfortable for people with various disabilities;
  
- ☐ check if the mirrors are hung at the right height, if the dustbins can be opened with both feet and hands, if the doors open easily, and if they and the handles are clearly visible and stand out, if there is enough room to manoeuvre and if all of the equipment is accessible to people in wheelchairs, whether the access for people with reduced mobility is ensured, whether baby changing tables are available, etc.;

## 01.3



- ☐ choose a suitable venue for the event. A location close to a convenient transport infrastructure will make it easier for people with disabilities to come to the event;
- ☐ if the event is held for several days, evaluate the accessibility of restaurants, hotels and shopping centres that people with disabilities would like to use;
- ☐ check if the public transport time tables are coordinated with your scheduled activities;
- ☐ check whether there are enough parking spaces, whether they can be booked, and if the designated parking spaces are of sufficient width to allow wheelchair users access to and from the vehicle, also if there is enough space on the sides and rear of the car.



# 01.4

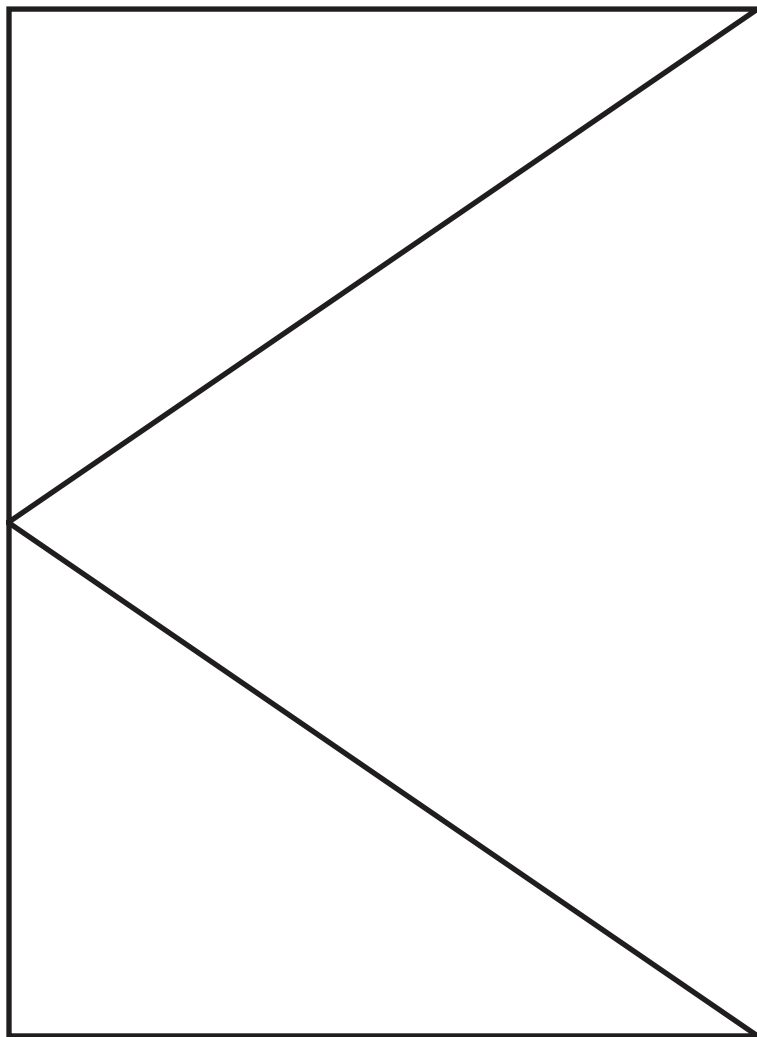
Family + pets



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# 01.4



- ☐ Check if the event venue is suitable for strollers and if it is safe to leave them during the event;
- ☐ make sure that the venue has a baby changing and feeding room;
- ☐ provide a space for children;
- ☐ think of the activities for children during the event, e. g., colouring books, toys, games;
- ☐ find out if the chosen venue is dog friendly. Take care of the access to water for them. Do not forget to mention that the event is pet friendly in the invitation to the event.

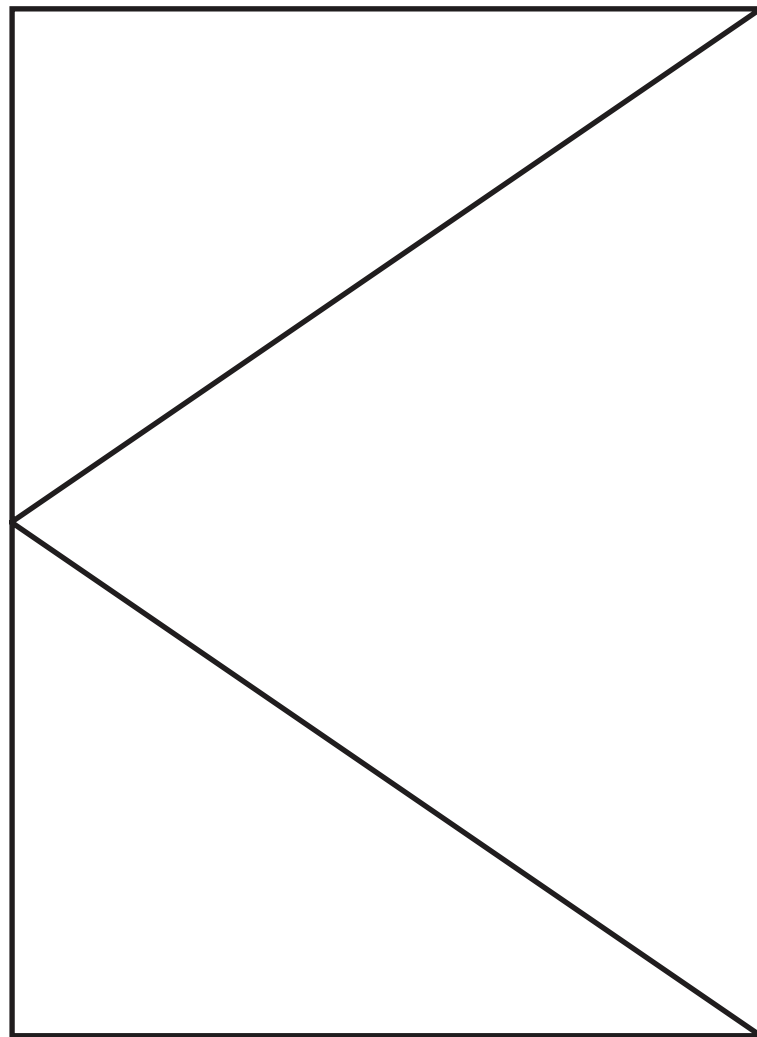
# 01.5

## Seniors

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- ☐ Assess whether it is convenient to get to the venue, if not - take measures to make it easier;
- ☐ consider if the time of the event is convenient for the seniors;
- ☐ think about furniture in the venue, provide chairs with armrests that are more suitable for the elderly (if possible, with backrests, as well);
- ☐ take into account special needs for reading, seeing, and hearing.



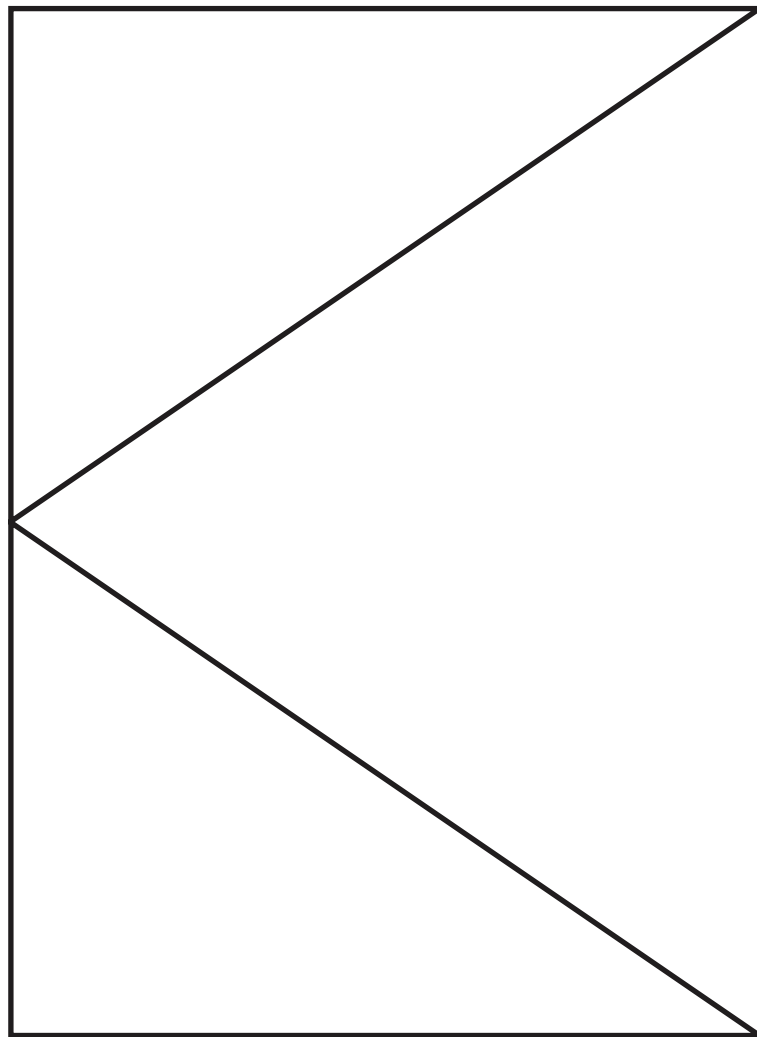


01.6

Foreigners

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- ☐ Do not forget to take care of the translation for the guests of the event (depending on the scale of the event: simultaneous translation equipment, interpreter services, volunteers);
- ☐ think about bilingual means of communication during the event;
- ☐ think in advance about the groups of foreigners for whom these events will be relevant;
- ☐ provide directions, signs, and maps for foreign guests at the venue of the event;
- ☐ make sure that catering partners also arrange translation of their menu.

# 01.7

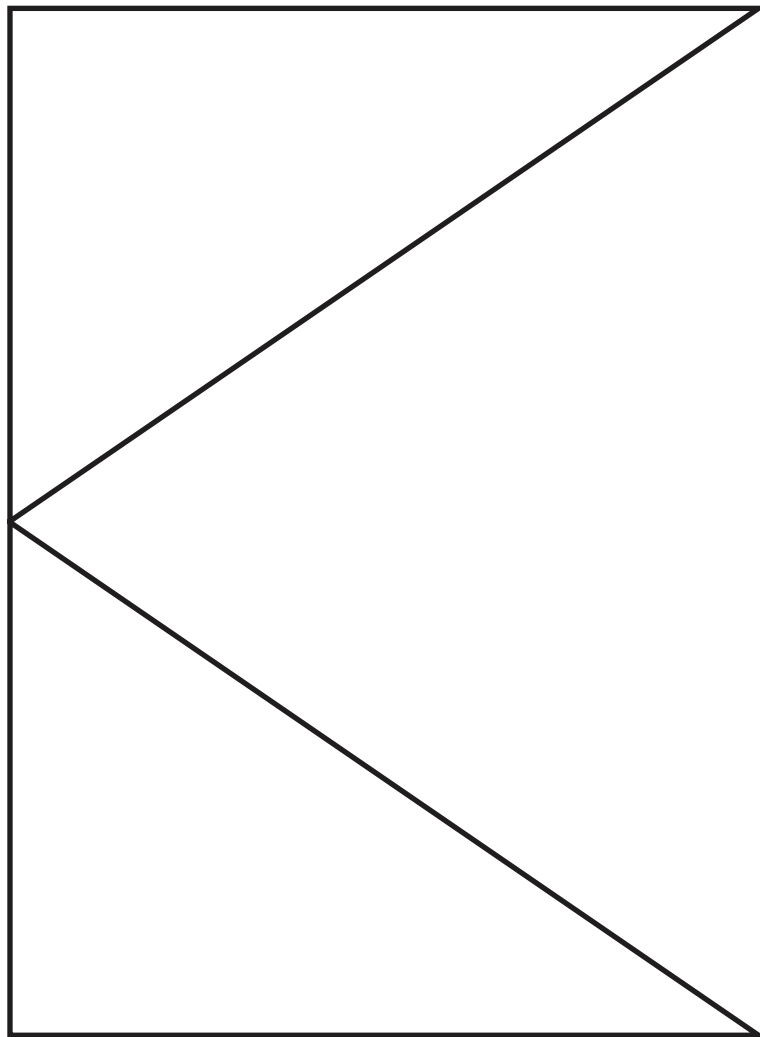
Signs

Directions



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# 01.7



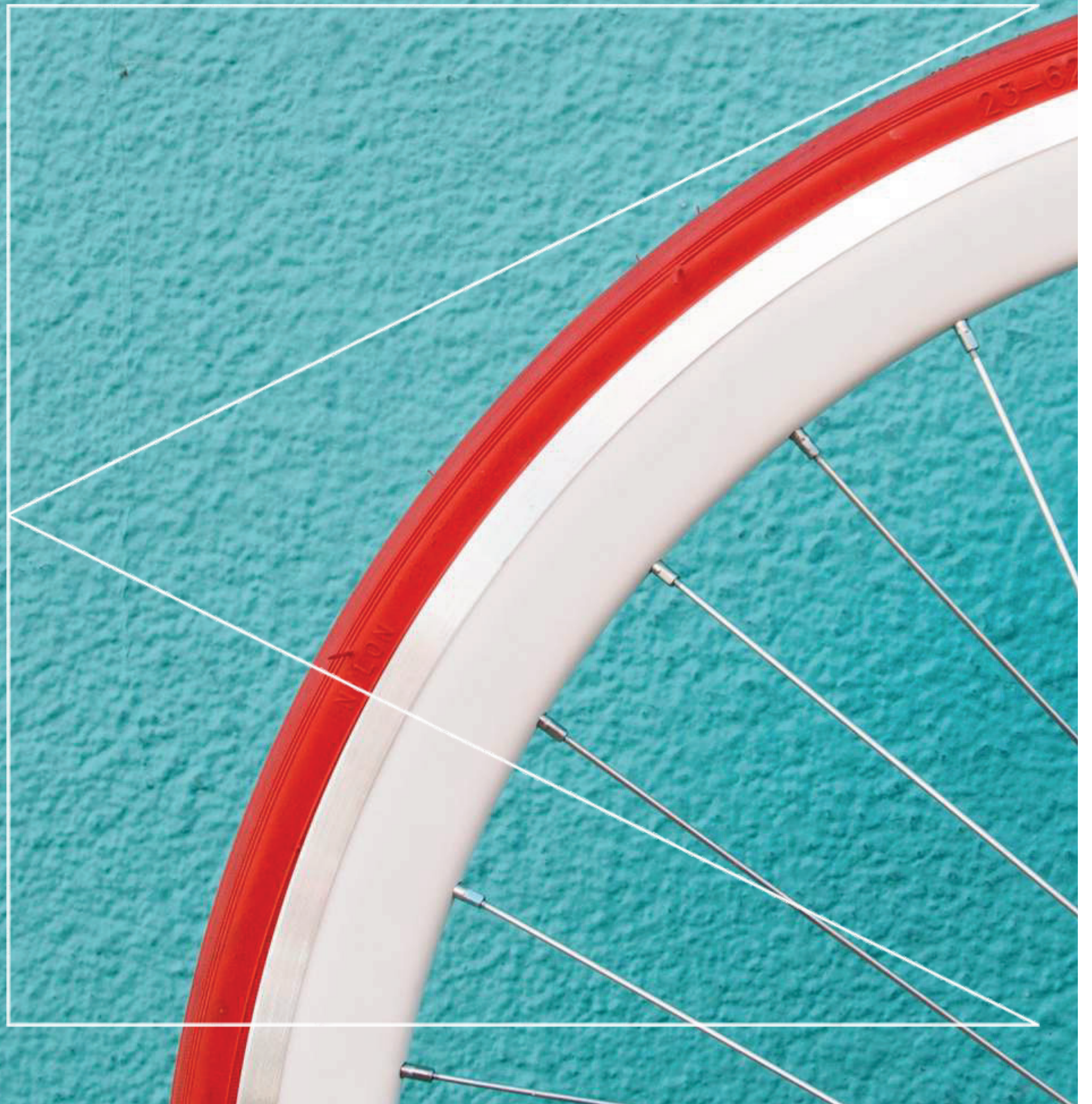
- ☐ Make sure that objects and infrastructure relevant to the event are easy to find;
- ☐ Ensure that arrows and other signs are understandable, visible and adapted to the foreign speakers;
- ☐ take care of the directions for people with disabilities;
- ☐ create a map to make it easier to find the location of the event;
- ☐ think about the locations and tools for putting up signs in advance.



# 01.8

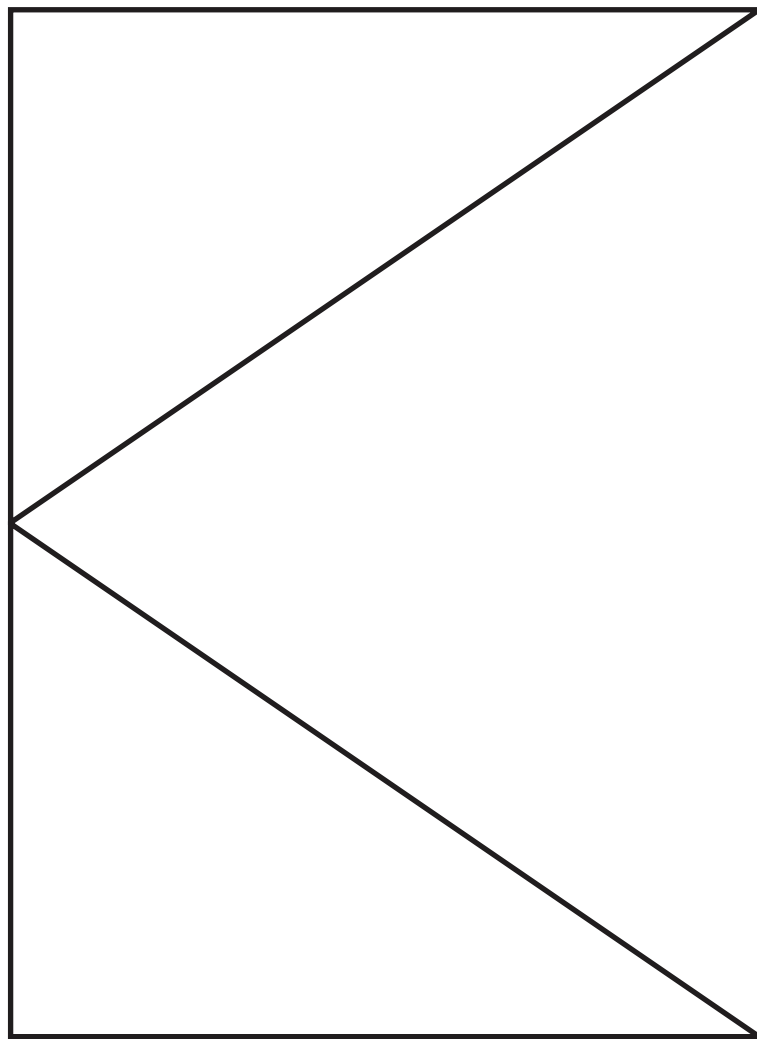
## Transportation

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# 01.8



- ☐ Make sure that there are bicycle and scooter stands and a storage room for roller skates at the event venue;
- ☐ think about the protection of the listed objects;
- ☐ do not forget to assess whether the venue is far from the public transport system (buses, trolleybuses, trains);
- ☐ when organising the event, think about its duration and ways to return home from the event. If necessary, contact partners about the possibility of extending the working hours of public transport;
- ☐ do not forget to arrange and inform the guests about the nearest places where you can park a car before the event;
- ☐ arrange special permits for the participants or staff to enter the territory of the event.