

Communication Checklist

Invitation

- Are participants needs inquired after? (Sign language, assistance, speech-to-text interpreter, vegetarian/vegan food, plain language, induction loop, audio description, is there a text field for stating individual needs?)
- Are different methods of contacting the organizers offered?
- Is the print design accessible?
 - Is the paper weight at least 100 gsm?
 - Is the paper not transparent and not reflecting?
 - Does the brochure have a simple fold?
 - Are there versions of the flyers in Braille, large print and plain language?

Website

- Are the makers of the website prepared to pay attention to accessibility?
- Does the website mention the accessibility of the location?
- Can the website be navigated using the tab key?
- Does the website have a clear structure?
- Text
 - Is the text easy to read? (Font size 18 pt, sans serif, with a contrast ratio of minimally 4.5:1, left aligned)
 - Is the language used easy to understand? (e.g. explain foreign words)
 - Is an additional text provided in plain or easy language? (program, contents, directions)
- Images
 - Do your photos have descriptive texts (in blog posts in the field “alternative texts”) ?
 - Have you activated the photo description setting on Twitter?
 - Do your Facebook photos have a short description in the post?
- Videos
 - Do your videos have subtitles?
 - Is it possible to include videos with a sign language interpretation?
- Podcasts
 - Is the podcast transcribed?
 - Special effects: If possible do not use Flashplayer or flickering lights

Interpreters

- Have you booked sign language interpreters in time? (months or weeks beforehand)
- Have you booked speech-to-text translators in time?
- Have you booked interpreters for plain language in time?
- Will you need translators for audio description?

Staff

- Is your staff trained in communicating with people with disabilities and, if applicable, in anti-racism?

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Rooms

- Are they technically equipped for accessible communication?
 - Livestream?
 - Microphones (clip-on if necessary)?
 - Beamer for speech-to-text translations?
 - Audio induction loop, FM system?

Speakers

- Have they been informed
 - ...that they should send their presentations several days in advance, so that you can forward them to the sign language interpreters?
 - ...that they should refrain from using foreign words or should explain them?
 - ...that they should use videos with subtitles?
 - ...that they should describe the images in their presentations if there are participants with visual impairments in attendance?
 - ...that they should issue trigger warnings when talking about potentially distressing content?

Moderators

- Have they been informed
 - ...that they should avoid foreign words, or that they should explain them?
 - ...that they should offer to translate anything that is said in English into German?

On location

- Info desk: Is the staff prepared to help participants find their way?
- Are paper and pens available?
- Are there graphic recorders?