

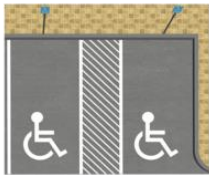
# Making Election Events Accessible for Everyone

## 1. Choosing the Right Place



### Location:

- Find a place that's easy to find and easy get to by public transport, or car.



### Parking:

- Have disabled parking spaces close to the entrance. Have general parking available.



### Access:

- Make sure it's easy for people that use wheelchairs, or have mobility needs to get in. There should be ramps, elevators, and wide doors.
- Make sure the lights are not too bright, noises and smells are controlled and there is a quiet space, if needed.



### Bathrooms:

- Make sure the bathrooms are easy to use for everyone and everyone is told where they are when they enter the building.



### Signs:

- Put up signs that are easy to understand so people know where to go

## 2. Communication and Promotion

### Website and Materials:



- Make sure your website is easy to use and complies with Web Content Accessibility Guidelines:  
<https://www.w3.org/WAI/standards-guidelines/wcag/>
- Make sure all your promotional material is in easy read and is available in other formats if needed. For example, some people might need large print, Braille, or electronic versions.
- Make sure your promotional material has all the access information people might need on it.

### Social Media:



- Use hashtags and captions for videos so more people can know about the event.
- Make sure your marketing materials are consistent and look the same on each platform.

## Inviting politicians



- Contact your local politicians and ask if they can attend the accessible hustings event. Tell them why accessible election hustings are important for people with a Learning Disability.
- Tell the politicians if other political parties have confirmed attendance – they are more likely to show up if they have competition!
- Ask the politicians to provide their manifestos in Easy Read or other formats beforehand, so they are available to the audience members.

## 3. Getting Ready for the Event



### MC's, guest speakers and politicians

- Have a nominated person with a Learning Disability to MC the event, with support if needed. They will go through the agenda, introduce the politicians, keep time, and remind everyone of the rules. They will need to let people know where the toilets are, fire evacuation procedures and anything else that is good for people to know.
- Guest speakers with lived experience should be encouraged to speak. This is an opportunity to have issues specific to the Learning Disability community heard, such as accessible voting.



- It is always good to have a short presentation on peoples voting rights and the different ways people can vote.
- Politicians should be given an allocated time to speak. It is good for each political party to give a short speech to begin, before moving onto audience questions.



### **Accessible Stage:**

- The stage where the MC, guest speakers and politicians talk should be easy for everyone to get to, including people who use wheelchairs or mobility aids. The stage should have plenty of space and seating for everyone.



### **Hearing each other:**

- Make sure MC's, guest speakers and politicians use microphones so people can hear them. Ask people to speak slowly and clearly.
- If you have a T-loop, make sure it is turned on.



### **Sign Language:**

- If some people use British Sign Language, or Makaton, then hire an interpreter.



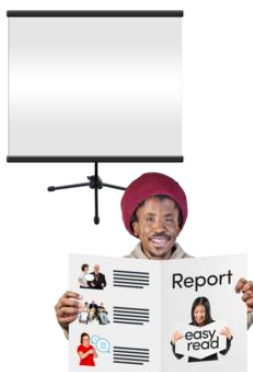
### Timing:

- Have an agenda of the event available on each table. Have regular breaks so people can rest or use the bathroom if they need to.
- The MC will make sure everyone speaks slowly and there is time for everyone to process what is being said.



### Seating arrangements:

- Provide different types of seats for people, including those who use wheelchairs and those with service animals. Have tables, if possible, with paper and pens where people can write down any thoughts or questions they have.



### Visual Aids:

- Use big screens to show pictures and words. Give out easy read written copies of what's on the screen.
- Have easy read manifestos on audience members tables, to look at.



### Quiet Places:

- Have some quiet spots for people who need a break from noise.

## 4. Question and Answer Time



### Audience

- After the main speeches, give the audience some time to think up some questions they would like to ask.
- Politicians can spend some time amongst the audience whilst people think up questions.

### Questions:

- Tell people they can send questions in the post or online in advance if they want.
- Have a nominated person to support people to read out their questions.
- Have a portable microphone so everyone can hear the question being read out.
- Give each politician a short amount of time to answer the question, unless it is directed at a particular political party.

### Different Ways to Answer:

- Make sure politicians can answer questions in different ways, like speaking or writing, to help everyone understand.
- Make sure politicians are available after the event so anyone can ask them direct questions if they want.

## 5. After the Event



### Ask

- Have some time after the event to socialise with each other and use this time to ask how it went.



### Feedback Forms

- Give people forms to fill out. Make sure the forms are in easy read, or available in other formats.
- Use these forms to make your event bigger and better next time!