

# Access Requirements Examples List

This is a list of suggested access requirements put together by members of Authors with Disabilities and Chronic Illnesses (ADCI) while not exhaustive it may give you ideas of requests you can make and ways to adapt a situation.

## Forms of Communication

- Preferred method of communication e.g. email, phone, video chat
- Any verbal communication around tasks, projects etc to be followed up in writing
- Best time of day for phone calls/meetings e.g. morning, afternoon, any unavailable times
- Anything that may contribute to sensory overload and any adjustments around potential sensory overload e.g. No background noise during calls/meetings
- Anything that may contribute to mental overload and any adjustments around potential mental overload. For example...
  - people speaking very loud and fast or alternatively speaking too quietly
  - asking lots of rapid questions
  - requesting specific information quickly
  - not allowing time to process the questions/conversation before answering.
- Any physical restrictions
- Whether symptoms may fluctuate on good vs bad days and what this means
- Anything else that may help

## Meetings

- Preferred meeting format e.g. in person or virtual/remote
- Preferred online meeting platform e.g. Zoom, Teams, Skype, WhatsApp
- If you need captions, hearing loop, BSL interpreter

- Anything that may contribute to sensory overload and any adjustments around potential sensory overload. For example...
  - quiet room
  - no background music or machinery
  - limited people
- How you interact with others. For example...
  - might avoid eye contact
  - not engage in social conversations as much
  - find it difficult to follow what's being discussed
  - need for people to sit opposite you so you can lipread or on a certain side for you to be able to hear them better
- Any physical restrictions. For example...
  - wheelchair accessible building
  - step-free access
  - nearby parking/disabled parking ramp
  - Need for all participants to be masked
  - HEPA (High Efficiency Particulate Air) filtered room or outdoor meetings
- Anything else that may help

## Deadlines

- Clear deadlines with plenty of advanced notice
- Reminders/prompts for approaching deadlines. For example, "Please do nudge me if I seem to have forgotten something."
- If you need to pre-plan your calendar to allow for rest between activities and deadlines and need to be consulted before any schedule is arranged.
- Anything else that may help

## Events

- In person or virtual/remote attendance
- A quiet space to rest before and after the session
- How close the quiet room needs to be to make it accessible to you
- Other requests like no mirrors, no/minimal fluorescent lighting
- Sole use of quiet room or if communal others need to be mindful of talking and other noises
- A space to lie down/a comfy chair, with blanket/cushions needs to be provided or if you can bring cushions/yoga mat/blanket if given notice
- Step free access or number of flights of stairs possible
- Seating options to be provided in all areas
- A tour of the venue beforehand
- Sending a clear overview and schedule of the day well in advance of commencing work
- Step free access to the stage or a ramp for wheelchair access
- A specific style of chair to sit on while on stage e.g. no barstools, a chair with armrests
- Any lighting arrangements or noise arrangements
- Other participants need to be mindful of many voices talking over one another, giving pauses to allow everyone a chance to speak
- Questions in advance
- BSL interpreter
- Hearing loop system
- Good ventilation and/or air filtration (HEPA- High Efficiency Particulate Air) at indoors events (as a mask is not failsafe if no one else is masking and the ventilation is poor)
- Mask wearing. For example...
  - If indoors, or in a low-ventilation or crowded outdoor space, you will be wearing a filtering facemask. If you won't be removing it for photographs
  - If outdoors you would be unmasked, depending on crowding, airflow etc.
  - If you cannot take off your mask to eat or drink indoors in a space where other people are or have been within several hours and will need somewhere separate

or outdoors to be able to eat and drink. This might mean extra planning is needed to be factored into event timings.

- Other participants and/or audience to be masked
- Events should be as accessible as possible for audience members too, depending on venue and resources. For example...
  - wheelchair access
  - hearing loops
  - captioners
  - virtual/remote access
- Option to arrange a stand-in/back up, like an agent, editor or other author who can do an event/job if you're unwell that day

## Travel

- If, when and how you can use public transport options and if/when you cannot
- If you need to take taxis door-to-door instead of public transport
- If you are travelling with a support worker driver or travel buddy and they will need transport provisions as well
- If you need to travel separately to work days for rest (If starting on Monday, travel happens on a Sunday, if the event finishes on a Friday, travel happens on a Saturday).
- If you need extra days after longer travel periods before project start dates e.g. If I am travelling internationally, I need at least XX number of recovery days before starting work.
- If an event finishes late, are you able to travel back that day or do you need an additional night for rest and travel the next day?
- If the venue is booking public transport, note here any requirements. For example...
  - quiet coach
  - forward-facing seat
  - wheelchair space reserved
  - assistance arriving at the station, boarding and departing
- Clear directions to venues, car parks and accommodation needs to be given at least [XX] weeks in advance.

## Accommodation

- Specify if a hotel, shared property, private Airbnb etc. is needed.
- Any physical access needs to be required for accommodation. For example...
  - lift
  - ramp
  - number of steps
  - bungalow
  - stairs
  - no spiral staircases no shared accommodation
  - quiet, private bedroom or one-bedroom apartment is required within XX minutes from the venue
  - opening windows, preferably self-contained.
  - self-catering (e.g. because of your highly restricted diet/food allergies)
- Any support necessary from the venue/partner organisation/workplace to communicate where the accommodation is and if you have arrived there safely.
- Any requirements around the venue/partner organisation/workplace arranging late check-outs (e.g. after evening performances).
- If you will be travelling with anyone else (e.g. a support worker, carer or access assistant), detail what accommodation arrangements need to be made for them (e.g. adjoining hotel rooms or 2 bed rented accommodation so that they are fully supported).

## Work, Events and Performances

- If you can work XX days a week for XX hours at a time ideally from [start-end times].
- A full lunch hour is needed.
- Regular breaks
- Offer non-alcoholic drinks during residencies/rehearsals and in dressing rooms.

- Need help/unable to lift or carry heavy things (e.g. technical rehearsals and get ins)

## Photography/Filming

- Note your conditions for any photography and filming:
- E.g. Please consult [INSERT YOUR NAME], their agent, publisher or their support worker] in advance regarding filming and photography and with as much notice as possible as it may not always be possible. Please be mindful of asking for selfies, etc. after events.

## Costs

If you need support costs covered financially by the organisation then ask for these here.

These may include:

- Support worker/access worker/assistant day rate- give the rate of pay
- Support worker/access worker/assistant travel and accommodation
- Project-specific equipment to make the work accessible while you are working on the project that you need to purchase.

## Marketing

Wherever my name is listed on your website or any marketing material, the access information for the event/building should be listed, including:

- Wheelchair access
- Sign language interpreters
- Quiet spaces
- Audio induction loops
- Guides in alternative formats and audio descriptions
- Clean air provisions

- Directions for closest disabled parking and step-free building access
- Virtual/remote attendance options
- Alt text on all photos on social media