



National Disability Services Accessible Events Policy

Commitment

National Disability Services (NDS) is committed to ensuring all members of the community are able to participate in and contribute to NDS events.

Policy

1. Events organised by NDS to which the general public, members or a specific group of people are invited will, where practicable, meet the following requirements:
 - The venue used will be accessible for all people with disability i.e. mobility (wheelchairs or other mobility aids), vision and hearing impairments.
 - The venue will have accessible toilet facilities suitable for use by people with disability and exist in sufficient numbers to meet the likely need.
 - Any online or electronically transmitted information necessary to assist a person to decide whether or not they would like to attend an event, such as any invitation, program outline or agenda will be available in an accessible format.
 - All event registration forms to ask for accessibility requirements and be clear as to the accessibility planned for the event.
 - Any information, other than online information, necessary to assist a person to decide whether or not they would like to attend an event, such as any invitation, program outline or agenda, will be available in accessible formats on request.
 - Any online registration system used to register for an event will be in an accessible format.
 - Any NDS material associated with an event including papers, presentation material and final agenda/programs will be made available in accessible formats on request. Whilst NDS will action all possible requests for papers and presentation material from external parties, this is not always under our control.
 - All recorded material will be captioned prior to being published on the NDS website or distributed outside of NDS.

2. NDS internal event organisers will assess the need for additional accessibility features to be provided at specific events depending on the type and size of the event and likely participants.
3. Any notice of an event and any registration material will include an access statement on the access features that will be provided and an invitation to participants to identify any other particular access requirements they may have in order to participate in the event.
4. The event organiser will contact any person requesting accessibility features in order to identify specific requirements and ensure that, as far as possible, the request is met.
5. Where an event organiser is of the view that a request cannot be fully met due to unjustifiable hardship the event organiser will discuss the reasons for that view with the NDS Conference and Events Manager.
6. Where an event organiser is of the view that a request cannot be fully met due to unjustifiable hardship the event organiser will contact the person making the request to discuss options for making the event as accessible as possible without causing an unjustifiable hardship.
7. Where an event organiser is of the view that a specific request for particular access features cannot be met, and acceptable alternative approaches cannot be identified, s/he will inform the person of their rights and provide them with information on accessing independent support, advice and representation.

If you have any queries in regards to providing accessible events, contact the NDS Conference and Events Team by emailing confs@nds.org.au