



Easy
Read

INKLUSION

How to make your literature event accessible

Easy Read



This is an Easy Read version of some hard information. It may not include all of the information but will tell you about the important parts.



This Easy Read information uses easier words and pictures. You may still want help to read it.



Some words are in **bold** - this means the writing is thicker and darker.



These are words that some people will find hard. When you see a bold word, we will explain it in the next sentence.



[Blue and underlined](#) words show links to websites and email addresses. You can click on these links on a computer.

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Introduction



This guide will help you organise your **literature event**.

A **literature event** is an event where writers and readers get together to talk about their work.

An event might be:



- A writer talking about their new book.



- A group of writers answering questions about their work.



- A festival - this is a large event where lots of people get together over a few days to talk about books.



- A conference - usually on 1 day where lots of people get together to talk about books.

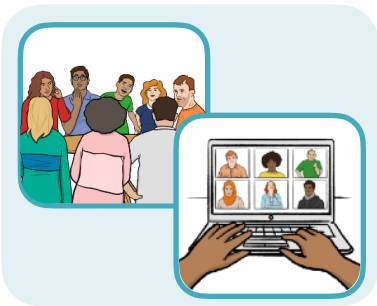
Events could also be:



- A networking event - this is where writers can meet up and talk with each other.



- An event to help writers get better at writing.



Literature events can be face to face or online.



This guide will help you make your literature event **accessible**.

Accessible means it is easy to take part in and suitable for people with different needs.

Who wrote this guide?

This guide has been written by:



- Ever Dundas.

Ever is a **queer**, disabled writer. She has written 2 books called ‘Goblin’ and ‘HellSans’.



Queer is used to describe anybody who isn’t **heterosexual**.



Heterosexual means you are attracted to people who are the opposite gender to you.



- Julie Farrell.

Julie Farrell is a queer, disabled writer and poet. This means she writes books and poems.

Understanding disability

Using the right words



Disabled people use different words to describe themselves.



Non-disabled people worry about what words to use to describe disabled people.

Disabled



It is okay to use the word 'disabled'.

Call people a 'disabled person' rather than a 'person with a disability'.



You should always check with a disabled person how they would like to be described.

The social model of disability



The **social model of disability** says that the way the world works can stop disabled people from doing things that non-disabled people do.

Deaf or D/deaf?



Many organisations still use 'D/deaf' to describe people who are deaf or find it hard to hear.



Organisations that include deaf people prefer either 'Deaf' or 'deaf'.



We have decided to listen to organisations that include deaf people.

We will use 'deaf' in our guide.

Race and disability



Black people and people of colour often do not feel welcome at literature events.



Most people who write about disability are writing about white disabled people.



People who are Black and disabled deal with more issues than white disabled people.

Before your literature event

When you plan your event you should make sure there is a mix of people taking part, including:



- Disabled and non-disabled people.



- People from different backgrounds.



If the event is about disabled people then there should be disabled people taking part.



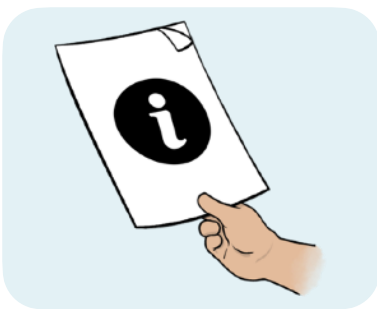
Writers should be paid to take part in your literature event.

Disabled writers should be paid the same as non-disabled writers.



You can put information about how disabled people can take part in the event on your website.

Including disabled writers

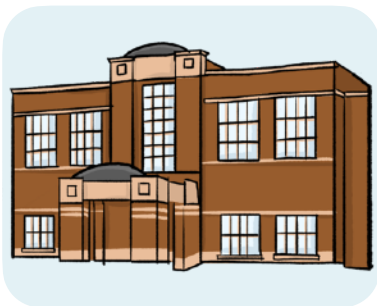


When you ask a disabled writer to take part in your event, you should give them all the information that they need.

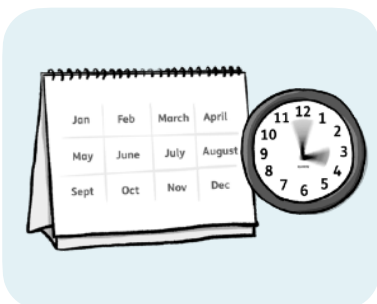
This includes information about:



- Where to find out about event accessibility.



- The venue - this is the place or building where the event is taking place.



- The date and times you want them to be there.

You should also give disabled writers information about:



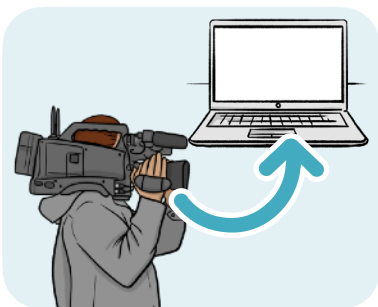
- How much you will pay them.



- Travel to the event.



- Staying overnight.



- Whether the event is going to be recorded and put online.



- Whether they can take part in the event online.



Ask the writers if there are any other ways that the event could be made accessible to them.

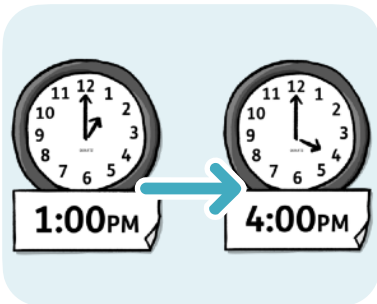
Don't guess what disabled writers need. Ask them.

How long the event will be

Let disabled writers know if they will be able to:



- Move around and stretch.



- Leave the event and come back later.



Some disabled writers may find it hard to do a full day event.



It may be better for the disabled writer if they were doing shorter events over a few days.



Make sure there are plenty of breaks for disabled writers.

Contacting people



Some people can't get emails.

You should find out the best way to contact the disabled writer. This could be by:



- Zoom.



- Phone call.

You could also contact disabled writers by:



- A voice-note.



- Text.

Covid



If your event is face to face, you should explain how you will keep everyone safe from Covid.

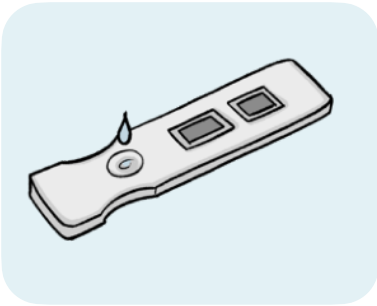


Many disabled people would get very ill if they got Covid.

To keep people safe from Covid you should think about:



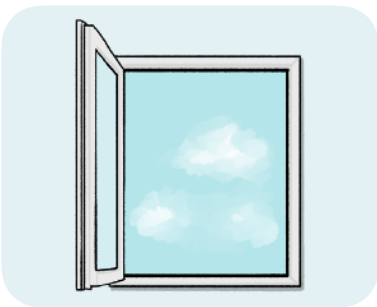
- Asking people taking part to wear face masks.



- Having Covid tests so people can check if they have Covid.



- Having plenty of hand sanitiser.



- Making sure there is fresh air everywhere.

Website

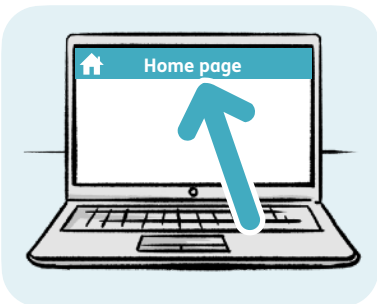


Your website should be easy for disabled people to use.

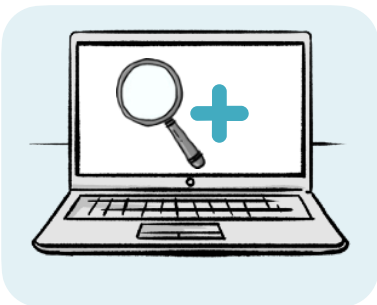


Make it easy for people to get information about how your event is accessible. Put a button on your **home page**.

A **home page** is the first page you come to on a website.



Use headings to help people find the information they need.

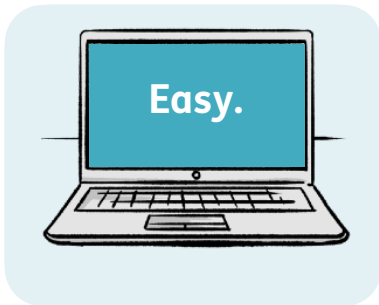


People who find it hard to see should be able to zoom in.



People should also be able to **highlight** text so a screen reader can read it.

Highlight is when you put a yellow line, or another bright colour, over some text.



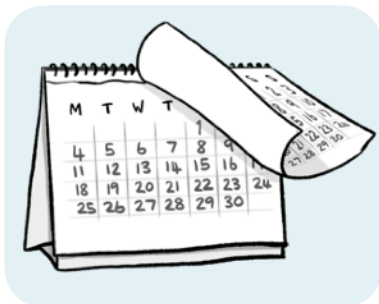
The website text should be a different colour from the background.

The letters should be easy to see and read.

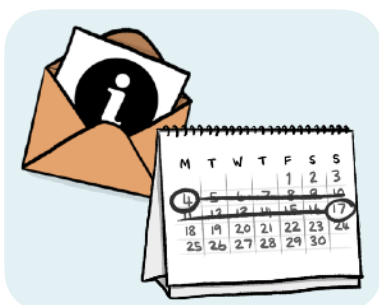


Buttons should be big enough for people to click them easily.

When to contact writers



You should contact writers a month or so before your event.



Write to them again about 2 weeks before the event with any new information.

Meeting the chair



The **chair** is the person who is in charge of your event. They choose who speaks when.



You should let disabled writers talk to the chair before your event.

They need to talk about:



- What is needed for the event to work well.



- What the writer would like to talk about at the event.



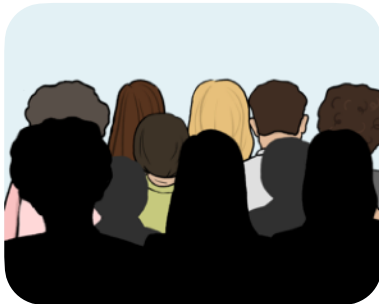
- What the writer would not like to talk about at the event.



The chair should tell writers to describe what they look like at the start of an event.

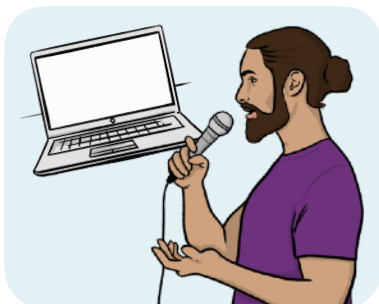


This is helpful for **audience members** who are blind or find it hard to see.



Audience members are the people who come to listen or ask questions at literature events.

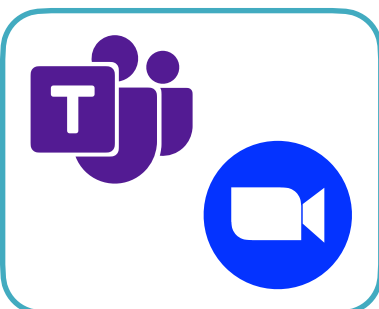
Checking equipment



Make sure writers are told about the equipment that is going to be used.

If the event is online you should make sure writers know:

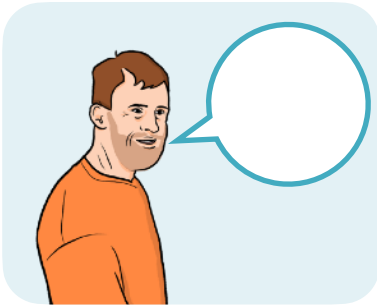
- What computer programme is going to be used. It may be Zoom, Skype or Teams.



You should also make sure writers know:



- How to use the computer programme.



- What they are going to say.

If the event is face to face, check that:



- The microphone is working.



- The **hearing loop** is working.
A hearing loop helps people who use a hearing aid to hear the meeting.



Make sure writers know who will be meeting and welcoming them.

Sign language and captioners



Captioners are people who type out everything that is being said so that it can go onto a screen and then audience members can read it.



Book the sign language interpreter in plenty of time.



Check with the deaf person which sign language interpreter they like to work with.

Other support

People want different help to take part. Like:



- Deaf-blind writers need someone who understands how to communicate with deaf-blind people.



- People with learning disabilities may need a support worker to be with them.

After your literature event



Give the writer and chair a chance to talk about how the event went.



You should ask them how things could have been better so that you can make the next event better.



Ask the disabled writer if there was anything that could have been better for disabled people.

Sign Language Interpreters

When you are organising a literature event, you should:



- Check with the disabled writer which sign language interpreters they prefer to use.



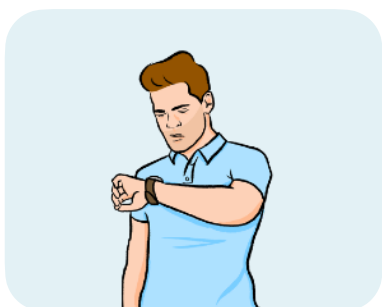
- Make sure you pay the sign language interpreters the right amount of money.



- Give the sign language interpreter anything that the writer is going to read out beforehand.



- Make sure you have enough sign language interpreters for the event.



- Remember that sign language interpreters need to have breaks.



You should also make sure that sign language interpreters have enough light and the audience can see them.



If there are people from different countries coming, you may need sign language interpreters who use sign language from different countries.

Live Captioners



You should book someone who has been trained to be a live captioner.

Don't just use someone who can type fast.



Don't use automatic captions.

These are where a computer programme types out the words that someone speaks onto a screen. They usually have a lot of mistakes.



Use a big screen that people can see without having to turn around.



Give the captioner anything that the writer is going to read out beforehand.

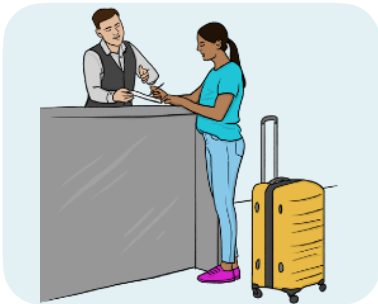


Remember the captioners need to have breaks.

Face to face events



Disabled people may need help with travel to a face to face event.



You may have to find somewhere they can stay overnight.

Booking a place to stay



Ask the disabled writer about what sort of place they need to stay.



You can get information about accessible places to stay on the Euans Guide website: www.euansguide.com



Make sure you have enough money to pay for the disabled writer to stay overnight.



Remember that disabled writers may have to bring a personal assistant with them.

Travel



Check that there is accessible travel to your venue.



Not all railway stations are accessible to people who use a wheelchair.

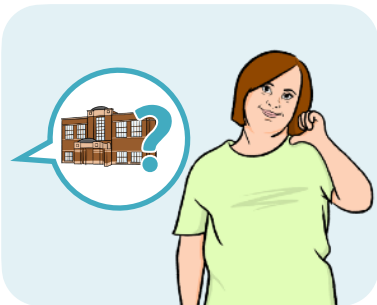


You may have to pay for a taxi or hire a car.

Checking if your venue is accessible



You must check to see how accessible your venue is.



You must tell the disabled writer how accessible the building is.

You should think about:



- Showing them around the building.



- Having a comfortable place for people to sit and rest before and after they are on stage.

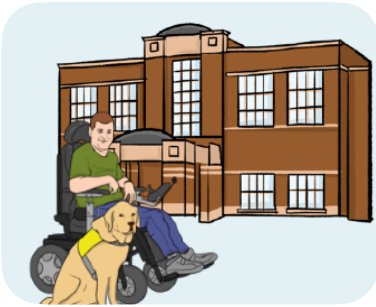


- Whether someone in a wheelchair can get around the building.

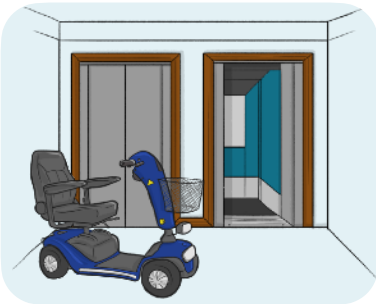
You should also think about:



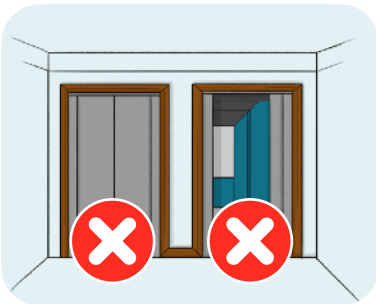
- Whether there are accessible toilets near the venue.



- How people with assistance dogs will use the building.



- Checking that the lifts are working and are big enough for an electric wheelchair.



- What to do if a lift breaks down.

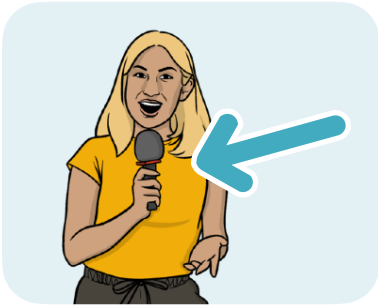


- Whether people can get on and off the stage safely.

You should also think about:



- Checking that the microphones work and are the right height for someone in a wheelchair or someone sitting down.



- Whether you need someone with a wireless microphone.



- Whether the room has a hearing loop.



If the disabled writer is deaf or they find it hard to hear, they might need to check that all the equipment works.



Check that the big screens that show captions are working.



You should have someone ready to help disabled writers with anything that they need.

The venue



You should think about how the venue suits people with different needs.

Lighting



People who are blind or find it hard to see need bright light.

But bright lights can make some disabled people feel ill.

It is best to:



- Keep some light on the audience while people on stage are speaking.



- Make lights on the audience brighter when they are asking questions.



- Tell disabled writers about different lighting, so they can say what they want.

Sound



Some people don't like lots of clapping, shouting or whistling.



Instead, you can ask people to show their 'jazz hands' when they are happy.

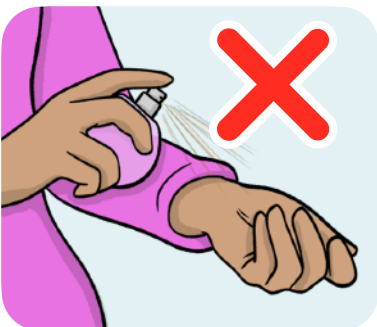


If the disabled writer is blind, the chair may have to explain that the audience is showing their jazz hands.



Background music can make it hard for people to hear what is being said.

Smell



Some people feel ill if someone is wearing perfume.

You can ask people not to wear perfume.

Quiet spaces



You should have a quiet room where people can sit or lie down if they need it.

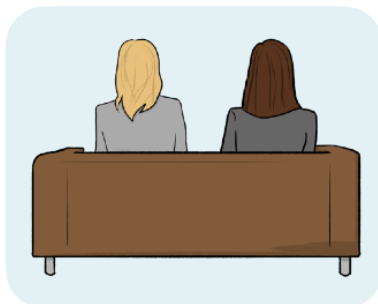
Quiet rooms should:



- Have different kinds of lighting.



- Have beds, pillows or blankets if people need to lie down.



- Have comfortable chairs that can be moved.

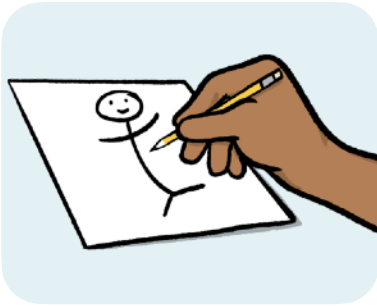


- Have yoga mats for people who want to stretch or meditate.

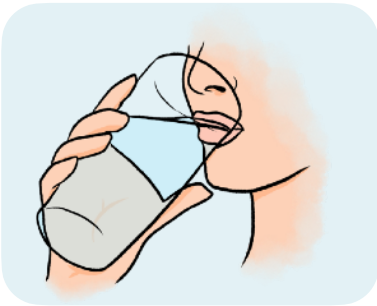
Quiet rooms should also:



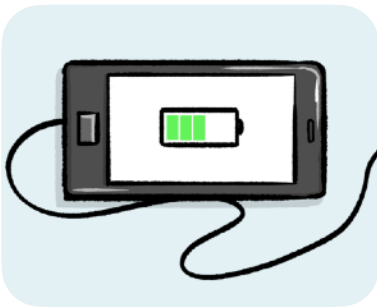
- Have earplugs for people who don't like noise.



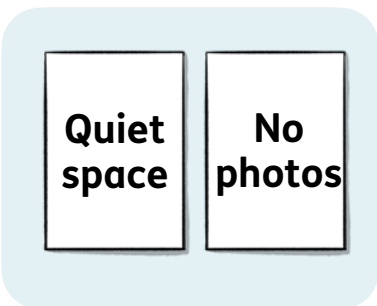
- Have some toys, including pencils and paper.



- Have drinking water nearby.

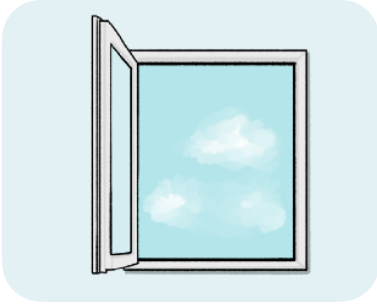


- Have a place you can charge your phone.

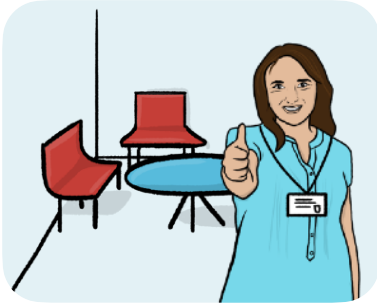


- Have signs saying 'no photos' and 'quiet space'.

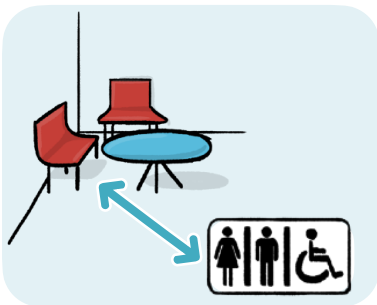
Quiet rooms should also:



- Have plenty of fresh air.

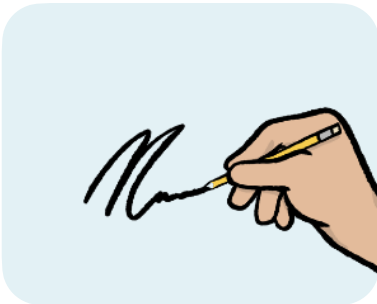


- Be checked by a member of staff from time to time.



- Be near accessible toilets.

Signing room



You should have a separate room for disabled writers to sign copies of their books.



This room should be quiet.

The signing room should have:



- A table and chair.



- A hearing loop at the table.

Online events

Private



Disabled writers may be happy to have the event shown live on the internet.



But they may not want people to be able to see it afterwards.



They may want to check the video before it goes online.



You should check with disabled writers about how they feel about an event being on the internet.

Computer programmes



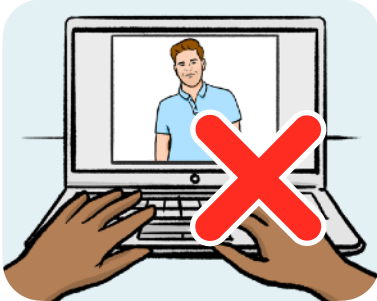
There are many different computer programmes you can use to show your event online.

You should ask the disabled writer which one they would like to use.

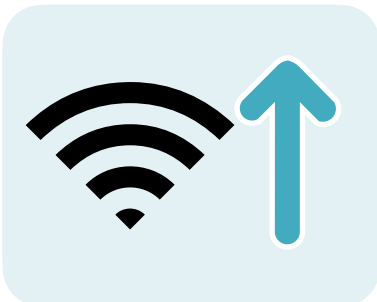
Cameras



At an online event, you can choose whether people will have their computer cameras on or not.



Some people don't want everyone to see them.



Having cameras off means people's internet connection will work better.



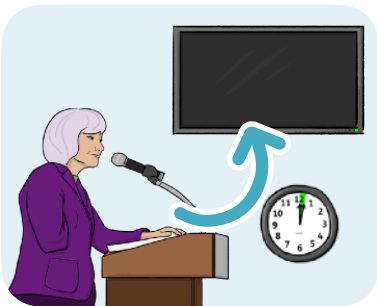
But some people want to have cameras on so they can read people's lips.

Sign language interpreters



You can 'pin' the video of the sign language interpreter so that it is always big on your computer screen.

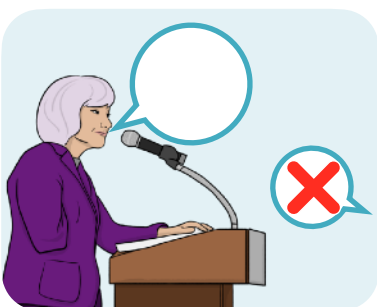
Live captioners



There can be time between the speaking and when the words come up on the screen.

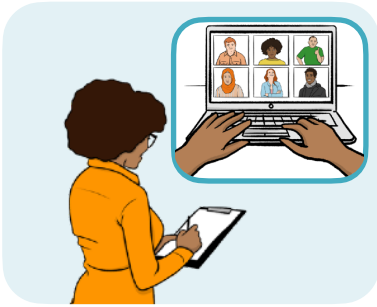


You should tell people not to talk too quickly.



They should not speak when someone else is speaking.

Check the equipment



You should check how the online event will go beforehand.



Make sure that disabled writers know how to use the equipment.



You should have someone who can help if there is a problem with the equipment halfway through the event.

After the event



You should have some time to talk with the people who took part in the event.

People may want to talk about:



- How the event went.

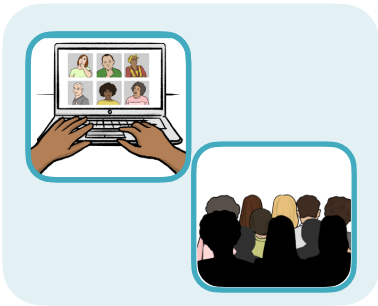


- Any problems that came up.



- Things that went well.

Face to face and online



With some literature events, there will be people online and people at the venue.

If you are organising a face to face and online event, you should:



- Make sure the people online are included.



- Have more than 1 member of staff helping people to take part.



- Have a chance for all the speakers to talk together afterwards so they can say how it went.

At network events there should be:



- Enough places for people to sit.



- Enough space for wheelchairs to get around.



- Accessible toilets nearby.



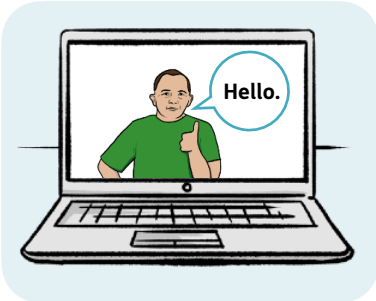
- No music. It can be hard for some people to hear what people are saying when there is music playing.



- Different food and drinks. Some people don't want alcohol. Some people can't eat certain foods.

Online network events

At online network events:



- The chair should give people time to introduce themselves.



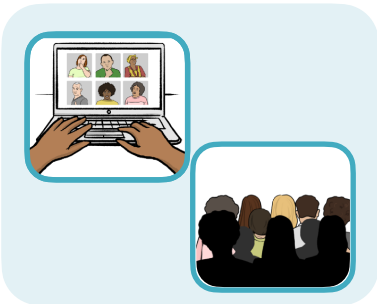
- There should be sign language interpreters.

Events to help writers

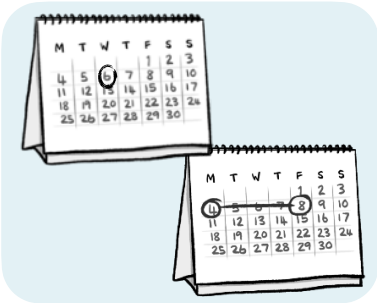


There are many different events that help writers with their writing.

These may be:



- Online or face to face.



- Just 1 day or over a few days.



- A competition, with a prize for the best piece of writing.

You can ask writers to be part of these events by asking them to:



- Fill in an easy form.

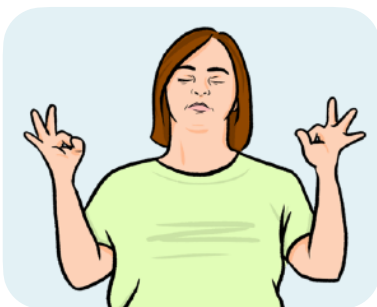


- Go to an interview - interviews should be accessible for disabled people.

Events to help writers should have:



- Breaks.



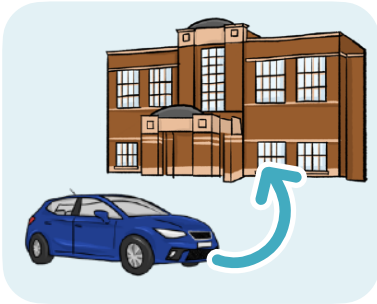
- Time and space for people to have a rest.



- Information about event accessibility.

Face to face events to help writers

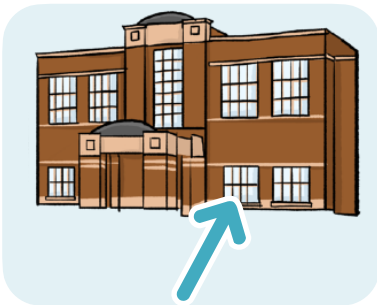
If you are organising a face to face event to help writers, you should:



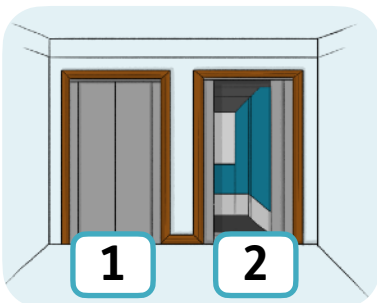
- Check with disabled writers that they can get to the venue.



- Make sure the venue is accessible to people who use wheelchairs.



- Make sure the venue has bottom floor rooms and accessible toilets.

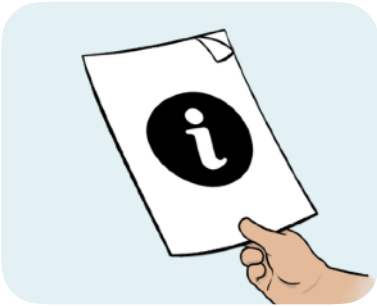


- Make sure the venue has more than 1 lift that works.

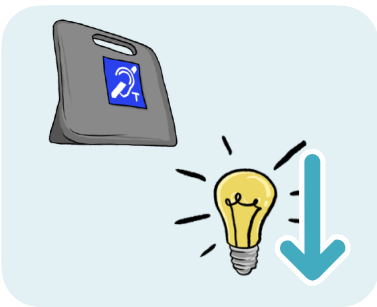
You should also:



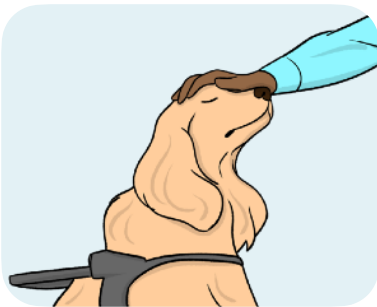
- Check that a large wheelchair can use the venue lift and get around.



- Give information about the venue to disabled writers.



- Have hearing loops and lights that can be made less bright.



- Welcome people with assistance dogs.



- Have ways to keep people safe from Covid.

If people have to stay overnight, you should:



- Make sure people have a number to call if there is an emergency.



- Make sure there is a way to get everyone safe in an emergency.



- Give people the numbers of taxis, local doctors and hospitals.



You should have money to pay for any extra support that a disabled person needs.

Online events to help writers

If you are having an online event to help writers, you should:



- Make sure that the equipment works for everyone.



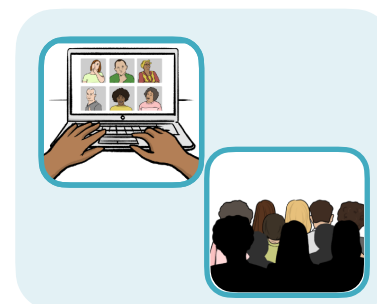
- Let people join the meetings with their cameras off if they want.

Events to help writers that are online and face to face

If you are organising a face to face event to help writers that lets people join online, you should:



- Have a video camera that moves around and can film anyone who is speaking.



- Let people come to some of the meetings face to face and some online.

Access for audiences



Audiences are the people who come to listen or ask questions at literature events.

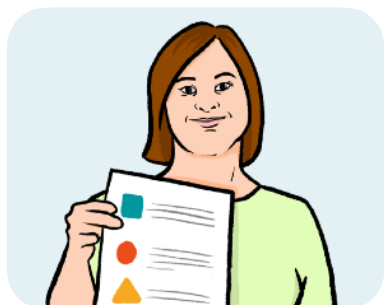
If you are planning an event, you should:



- Check that the venue is accessible to disabled people.



- Have someone whose job is to make sure your event is accessible to disabled people.



- Have information and signs that are easy to read and see.



- Have a website that is accessible to people who use equipment like screen readers.

You should also:



- Tell people how accessible each talk or meeting is at your event.



- Have a way of booking tickets that is accessible to disabled people.



- Tell many different people about your event.



- Tell organisations of disabled people about your event.

During events



Many deaf people use sign language as their main language.

For them, sign language is easier than having words written on a screen.



If you have captions, always use a person who is trained in writing captions.

You should make sure that:



- There is a hearing loop to help people with a hearing aid.



- There are breaks so people can go to the toilet and relax.



- Audiences know who is speaking.

You should also make sure that:



- People who are joining the meeting online are included.



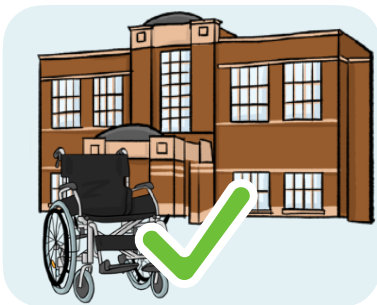
- People are told before there are any flashing lights or loud noises.



- If a speaker is using pictures on a screen, they should read out everything on the screen and explain what is in the picture.

Access for audiences at face to face events

If you are running a face to face event, you should:

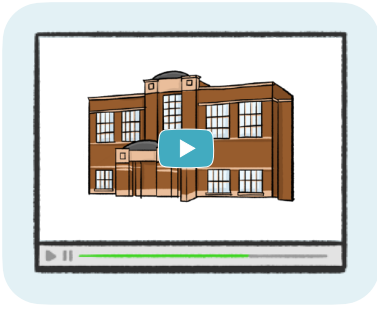


- Check that the place is accessible.



- Give people a map showing where all the different rooms are.

You should also:

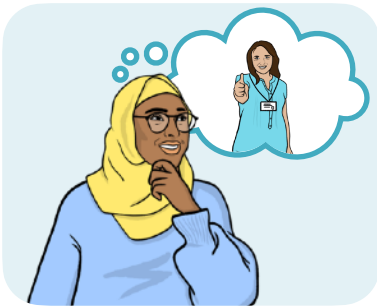


- Make a video showing people what it is like moving around the venue.



- Give people information about travel, car parking and where to stay overnight.

Some people find it hard to stand in a queue, so you should:



- Tell people how to contact a member of staff if they need help.



- Put some seats in the places where there might be queues.

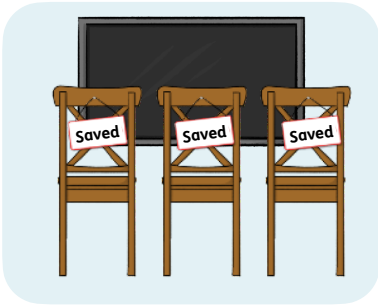


- Give people a quiet place to wait.

You should also:



- Have some places that are saved for people who use a wheelchair.



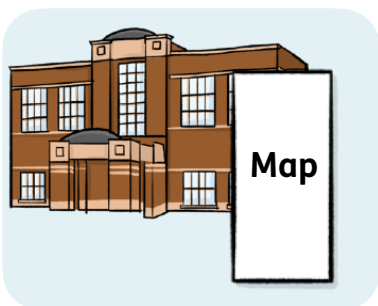
- Save some seats for people who need to be able to see the captions.



The entrance should have good lighting and enough space for people to move around.



The staff who meet people should know where everything is.



It should be easy to move around the venue.

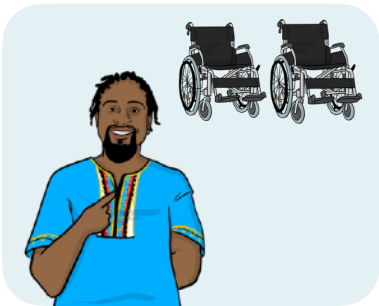
There should be an easy map showing where everything is.



Make sure that people know that assistance dogs are welcome.

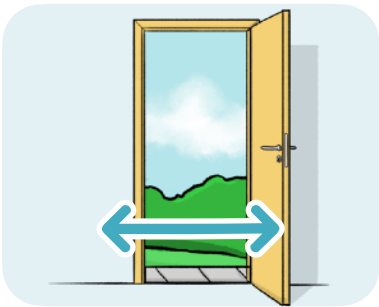


People who use wheelchairs should be able to come through the main entrance and move around the venue.

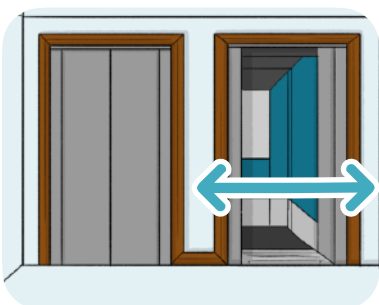


You should have some wheelchairs ready for people who need them.

Your website should say:



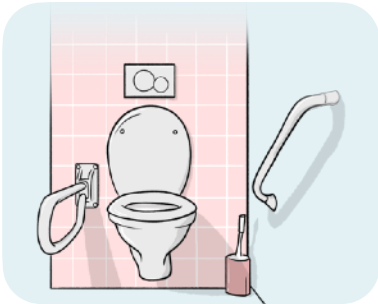
- How wide the doors are.



- How big the lifts are.



Make sure that the lifts are working. If a lift breaks down, you should tell people as quickly as possible.



There should be accessible toilets in all parts of the venue.



There should be quiet rooms for people who need them.



You should have lots of different food so that everyone can eat.



You need a plan which says how everyone can get out if there is an emergency.

The price of tickets



You need to explain what people are getting when they buy a ticket.



You should have cheaper tickets for disabled people and people who do not have paid jobs.

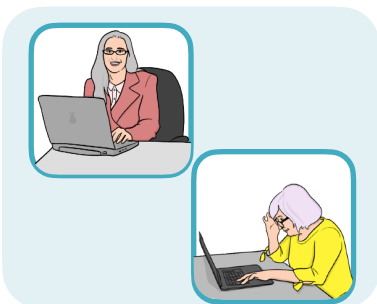


You should give a free ticket to people who are there to help a disabled person.

Access for audiences at online events

You should help the audience at online events by:

- Having enough people writing captions so people can read what is being said. Don't use automatic captions.



You should also help audiences by:



- Putting a video of the event online, so people can see it later when they have time.



- Write down what people have said at the event and tell the audience where they can read this.



- Have someone ready to help anyone who is having issues with their computer equipment.



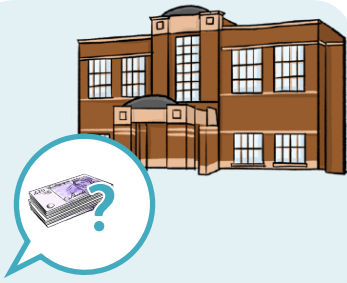
You can give people a chance to have a short private chat with the writer online.

Money for access



Good access for disabled people at your event can cost money.

You can get help to find this money by:



- Asking the event venue if they are able to help with access for disabled people.



- Giving people who are buying a ticket the option to pay a little extra to help with access for disabled people.



- Selling books and using the money you make to help pay for good access for disabled people.



- Asking an organisation to pay some money towards the cost of the event.



You could also work with another organisation to run the event.

Disabled staff



You should hire disabled staff.

You need to make sure your disabled staff have the support they need.



You should let people work from home if they need to.



You should have someone whose job it is to make sure your event is accessible to everyone.



You should train all your staff so they understand about working with disabled people and providing good access.



You could ask for advice from disabled people who are experts in working with disabled people and providing good access.

Find out more



You can look at our website here:
www.inklusionguide.org



If you need more information please
contact us by email:
hello@inklusionguide.org

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