

Transport and Health Integrated research NetworK – THINK

Winter Conference 2023

Accessibility Statement

THINK aims to make this conference accessible for all, but if you find that the below provisions do not completely meet your needs to have a comfortable and rewarding experience at the event, please email think@aber.ac.uk and ask for Amy Nicholass, the THINK Project Officer to get in touch with you and see what else we can do to help.

Royal College of Music and Drama venue access guide including accessible parking near the venue [Access guide | Royal Welsh College of Music & Drama (rwcmd.ac.uk)](https://www.rwcmd.ac.uk/access-guide)

# In person venue accessibility

* **Entrance access and ramps:** Carne foyer is level access from outside the main entrance and the Seligman Studio is located on the first floor. Room 2.02 is located on the second floor, both with lift access.
* **Elevator/lift dimensions:** Seligman Studio (main event venue) lift = 1metre door opening width, 1.1m full car width, 232cm depth.

Room 2.02 (break out room) lift = 110cm door opening width, 1.2m full car width, 249cm depth

* **Room seat dimensions:** Seat width = 15cm, seat depth = 16cm
* **Accessible bathrooms**: There are accessible bathrooms on the lower ground floor directly leading off from the Carne foyer. There is also an accessible bathroom on the second floor close to room 2.02. They are accessible at all times.
* **Wheelchair access to Bute Park paths in the breaks to get fresh air:** There is level access from the main entrance directly into Bute Park, all of which are on the same level.
* **First Aid**: The venue has a St John’s Standard First Aid kit boxes located at all our reception desks included in the Carne Foyer. The venue also has a defibrillator at these locations. Venue Duty Managers are First Aiders as are most of our technical and Venue Assistant teams.
* **Conference agendas and brochures will be available in an version accessible to screen readers.**
* **If you encounter any misbehaviour,** offensive or degrading comments or behavoiur at the event, please feel free to alert the point of contact in the delivery team who will be identified at the start of the event.
* **We do not anticipate any flashing images** to be used at this event.
* **Vegan and gluten free** lunch and snacks will be served and **caffeine free drinks** and water will be available throughout the day.
* **There will be a hearing loop in each space** we are using so please email think@aber.ac.uk and inform us of any specific needs you have regarding the loop settings or let us know via the [Eventbrite booking form](https://www.eventbrite.co.uk/e/709504275387?aff=oddtdtcreator).
* **The venue is right next to Bute Park** with immediate access if you need fresh air or quiet time (if its not raining or snowing of course!)
* **We will have access to the light and airy** [**Carne Foyer**](https://virtualperspectives.co.uk/RWCMD/vtour2021/tour2.html) **and a roped off refreshments table** just for event participants so you can help yourself to drinks throughout the event if you need a break from the talks and activities, and there is also a café in the foyer.
* **Lunch and exhibition stands will be in the** [**Carne Foyer**](https://virtualperspectives.co.uk/RWCMD/vtour2021/tour2.html)**.**
* **If you require additional accommodations** to enable you to enjoy a comfortable, engaging and fun event please email think@aber.ac.uk and request that Amy Nicholass, the Project Officer for THINK to get in touch with you and see how we can make you experience the best it can be. If additional needs to make your event comfortable become apparent on the day, do not hesitate to contact the designated staff member who will be identified on the day, and they will do their best to work with the venue to improve your experience.

# Lactation/ Breast feeding space:

1. **Young babies are welcome at this event.**
2. **The space is convenient to the conference talks / activities,** is comfortable and its not used for other things.
3. **Doesn't require an escort or special access.**
4. **It’s a room that is intimate,** so feels cozy.
5. **The room has code keys on the door so the door code can be given to each mum separately and no one else can just walk in.**
6. **There is individual privacy and two rooms available where we can schedule use between users.**
7. **The space can be open before after official event time so please email** **think@aber.ac.uk** **if you have requirements to be access the key code then. The event team will be there sometime before and after official event time anyway so they can facilitate this, so it is not a problem.**
8. **You can take snacks in with you.**
9. **There are power sockets for plugging in equipment.**
10. **Comfortable seating.**
11. **A fridge to store milk.**
12. **A place to store ice packs.**
13. **Access to a sink with hot water in the space**
14. **A place to store pumping equipment securely throughout the day so you don’t have to carry it around with you.**
15. There is always a front of house manager present if you need any information regarding using the space and we will let you know how to contact the manager if needed.

# Online accessibility

* [Zoom](https://explore.zoom.us/en/accessibility/faq) will be the platform used to access the event remotely.
* You can access Zoom controls without a mouse using this guide [Hot keys and keyboard shortcuts – Zoom Support](https://support.zoom.us/hc/en-us/articles/205683899-Hot-keys-and-keyboard-shortcuts)
* We will be using Zoom’s automated live transcription service. Refer to this guide to access live transcription [Viewing captions in a meeting or webinar – Zoom Support](https://support.zoom.us/hc/en-us/articles/4403492514829)
* We will ensure that speaker presentations are available to access in advance or via a temporary link. If we forget to send them to you, please email think@aber.ac.uk and request them.
* We will ensure any interactive sessions using online whiteboards such as [Miro](https://miro.com/) are [accessible](https://miro.com/accessibility-statement/improvements/) for those using screen readers so that everyone can contribute.
* All sessions will be recorded unless there are sensitive topics covered in break out rooms or Q&A that participants don’t want recorded, and recordings will be available on the THINK YouTube channel after the event.
* Corrected transcripts of the sessions will be available after the event.
* Summaries and links to relevant research for each session will be available after the event.
* The chat function will be available for participants to contact each other and to direct comments specifically to the event team to address any issues, technical or otherwise. If you drop out of the event and cannot return please email think@aber.ac.uk which will be checked regularly and the event team will do their best to get you back at the online event or find another way to engage with the conference.
* Email think@aber.ac.uk if you are using a [video relay service](https://en.wikipedia.org/wiki/Video_relay_service) and need your interpreter to join the same break out groups as you.
* We will do our best to caption any videos shown at the event.
* Conference agendas and brochures will be available in an version accessible to screen readers.
* We will brief speakers to describe charts and images and other visuals on screen and any poll results will be described.
* Links to external websites as well as QR codes will be shared where necessary.
* It is not necessary to have your camera on in plenary sessions or break out rooms, you can use the chat function to take part in break-out sessions.
* In online group work we will provide a ‘quiet space’ break out room for those who do not want to take part in a particular activity. Break out rooms will only be used in the workshop collaboration skills sessions.
* The agenda includes a one-hour lunch break and 15 min breaks between each session. More details on the agenda to follow.
* If you encounter any misbehaviour, offensive or degrading comments please feel free to alert the point of contact in the delivery team who will be identified at the start of the event.
* We do not anticipate any flashing images to be used at this event.

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