



Checklist for Organisers

Check list 1: In advance of the meeting/event		✓
1. Venue acoustics are suitable		
2. Use of nearby rooms is suitable (to minimise background noise disrupting your event)		
3. Quiet space/breakout room available		
4. Background noise is minimal (e.g. air conditioning unit, traffic through open window, etc)		
5. Room layout sorted <ul style="list-style-type: none"> • If the room is for a meeting, can everyone see everyone else? • Are microphones needed? • For an event – placing of PA system speakers, lighting, can everyone see the podium? • Is there space for Communication Support Professionals, including a screen for speech-to-text (if being used at the event)? 		
6. Need for PA system/microphones <ul style="list-style-type: none"> • Does the PA system link to a fixed room hearing induction loop system? Has the microphone position been checked? Has the microphone position been checked? 		
7. Need for a hearing loop <ul style="list-style-type: none"> • Which system is provided? Has the working status been checked? Are there any 'dead spots'? 		
8. Need for audio visual equipment <ul style="list-style-type: none"> • If using audio visual equipment, can the sound from the AV equipment be broadcast through the PA sound system? • If not, does the venue make headsets available to enhance listening over a distance? 		
9. Communication support <ul style="list-style-type: none"> • What is required? (Speech-to-text, lipspeaker, etc.) • Has the communication professional been booked? (Ensure this is done well in advance to ensure availability) • Has advice been sought as to where they should be located during the event (and any furniture/ equipment they will need)? 		
10. Speakers/presenters notified that the Hearing Access Protocol will be followed (and provided with a copy of the Notes for Speakers/Presenters)		
11. Speakers/presenters notified that all videos must be subtitled (with a font size appropriate to size of screen and venue)		
12. Booking information for delegates includes access information (that the Protocol is being followed and possible info about availability of hearing loop, PA system, speech-to-text, etc). Invitation to contact the organiser about specific access needs is given.		
13. Emergency evacuation procedures for people with all access requirements, including hearing loss/ deafness		
14. Name badges for all attendees or alternative system for easily identifying people		
15. Agenda, programme or other handout giving details of all presenters/speakers		



Check list 2: On the day of the EVENT	Checked
1. Seating allows attendees to self-select where they sit • Information available about any 'dead spots' for the hearing loop (if used)	
2. Lighting on the stage/at the podium suitable to aid lipreading	
3. Speakers/presenters briefed as to the requirement to remain at the podium (not move about the stage), and remain in the light (to aid lipreading)	
4. All speakers/presenters briefed about the necessity to use the microphone	
5. Hearing loop system tested before the start of the event by venue staff	
6. Microphones tested (with PA system and loop) – including roving & lapel mics	
7. Someone in place to turn lights back on after any audio-visual presentation	
8. Someone responsible for minimising any noise interruptions (air conditioning, etc) during the event	
9. Someone responsible for settling in any Communication Professionals attending • Someone responsible for liaising with assistance dog owners about water, toileting area and statement to other attendees	
10. Awareness raised of the provision of a quiet space or quiet breakout room	
11. Procedure in place for discreetly checking with delegates with hearing loss as to the accessibility of the presentations at the event	

Check list 2: On the day of the MEETING	Checked
1. Seating allows attendees to self-select where they sit • Information available about any 'dead spots' for the hearing loop (if used)	
2. Lighting suitable to aid lipreading. Curtains or blinds at windows.	
3. Hearing loop system tested before the start of the event by venue staff	
4. Microphones tested – including roving mic and lapel mics	
5. Someone in place to turn lights back on after any audio-visual presentation	
6. Someone responsible for minimising any noise interruptions (air conditioning, etc) during the meeting	
7. Speaker/presenter has nominated someone to alert him/her if speaks too fast, quietly or if the communication support is lagging behind	
8. Someone responsible for settling in any Communication Professionals attending • Someone responsible for liaising with assistance dog owners about water, toileting area and statement to other attendees	
9. Procedure in place for discreetly checking with delegates with hearing loss as to the accessibility of the meeting	