

# Events for All

HANDBOOK ON HOW TO MAKE  
HOSPITABLE AND  
ACCESSIBLE EVENTS

European project

ALL NOW

fulfils and  
promotes accessible tourism  
through European tourist  
itineraries for all in  
Italy, Bulgaria and Germany.

These itineraries include cultural  
festivals and folkloristic events in  
order to enhance tangible and  
intangible offers in the area.  
This handbook offers theoretical  
and practical suggestions in order  
to plan events for everyone.

Attention: Verify that the handbook  
complies with the legislation in force in  
your country. All the entered data is  
developed by ECA  
- European Concept for Accessibility -  
Technical Assistance Manual 2003.

This handbook is part of the project All Now which has  
received funding from the European Union's COSME  
Programme(2014-2020)



Partner



## WHAT IS AN ACCESSIBLE EVENT?

An event that allows every  
person no matter of the  
specific needs to:

- access, move around  
and make use of all  
spaces
- join activities
- trace information on  
accessibility

## WHY SHOULD I IMPLEMENT AN ACCESSIBLE EVENT?

- To include everyone in  
the participation  
of events
- To reach a wider  
community
- Because an accessible  
event is more beautiful  
and more comfortable  
for everyone
- To answer to all kinds  
of needs, anticipating  
problems and giving  
possible solutions

## PRINCIPLES BASED ON ACHIEVING GOOD RESULTS

- **Autonomy**  
*Possibility for all to move  
around and get about  
using spaces and services  
without having to rely on  
someone else's help*
- **Individualize  
solutions**  
*Different furniture, services  
and communication  
systems to meet different  
needs*
- **Universality of the  
adopted solutions**  
*No dedicated furniture,  
services or communication  
systems, because they are  
considered segregating*
- **Self  
determination**  
*Transmit characteristics of  
services and spaces  
provided in order to  
establish which event is  
most suited*

## 4 QUESTIONS TO UNDERSTAND IF THE EVENT IS ACCESSIBLE

- Can I arrive?
- Can I get in?
- Can I use it?
- Can I leave quickly?

## HOW TO REACH AN EVENT?

Think about

- 🎯 Accessible public  
transport



- 🎯 Parking spaces, near  
the entrances, for  
people with  
disabilities, pregnant  
women and  
families, etc.

- 🎯 Services equippe and  
available by  
reservation

- 🎯 Collaborations with  
Associations that  
offer supportive  
transportation

- 🎯 Temporary  
authorizations for  
vehicles providing  
a parking card for  
people  
with disabilities in  
areas usually  
restricted to traffic

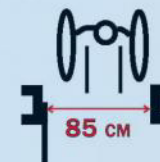
## LOCATION



Think about

### DOORWAYS

- 🎯 Minimum 85 cm wide



- 🎯 Automatic doors  
avoiding swing doors
- 🎯 Pinpoint accessible  
entrance in case of  
unaccessible  
doorways

### EXHIBITION SPACE

- 🎯 Counters, fountains,  
goods, etc. comfortable  
height for everyone



- 🎯 Paths among the  
stalls/ shops indicated  
by colors, min. 180cm  
wide, without  
obstacles
- 🎯 Seats for stopping  
along the trails



## TOILETS

- Minimum wheelchair rotation:  
150 cm diameter



- Handles next to the toilet
- Hooks for dresses and bags
- Changing tables for babies
- Chemical toilets located in areas without steps, obstacles, difference in height

## DIFFERENCE IN HEIGHT

- Moving on different levels without encountering steps using a:

- flight of stairs



- foot board
- elevator platform
- lift: minimum 110 cm wide, 140 cm depth

## CATERING SERVICES



### Think about

- Offering different foods to vegans, vegetarians, celiacs, children, etc.
- Maintain procedures to avoid contamination
- Support tables in case of a buffet

## SECURITY



- A SECURITY ELEMENT SHOULD NOT BE AN OBSTACLE ROUTES WITHOUT ARCHITECTURAL BARRIERS AND OBSTACLES!

### Think about

- Routes without architectural barriers and obstacles
- Audible and visual alarms for everyone
- Draw attention to all those elements related to safety

## LABORATORIES ACTIVITIES



### Think about

- Enhancing sensory aspects



- Work stations at different heights



- Offer incitements to the public through performances of artists, musicians, athletes with disabilities
- Parterre spaces reserved for people using wheelchairs and Deaf people

## TECHNOLOGY



### Think about

- Alternative ways



TALKING LABELS



APP



QR CODE



LIVE STREAMING



VIDEO RECORDINGS



AUDIOGUIDES



VIDEOGUIDES



TABLET



RECEPTION OF HEARING AID

*Structural inaccessibility?*



*«Compensatory» Solutions*

- Virtual tour
- Interactive multimedia resources
- Tactile - visual map
- Photos and 3D animations

## COMMUNICATION



ALWAYS USE THE TERM PERSON WITH DISABILITIES AS REQUIRED BY THE ONU CONVENTION ON THE RIGHTS OF PERSONS WITH DISABILITIES!



### Think about

- Information in multiple formats



AUDIO



PAPER



DIGITAL

and in alternative ways



BRAILLE



LARGE FONT

- Readability of the text

- Linear font

- Font size at least 16 pt

- Color contrast

- Simple language

- Text, icons and images

- Telephone number associated with an email and Skype to communicate with blind and deaf people

