## **Trinity Accessibility & Sustainability Event Generator**

The **Accessibility & Sustainability Event Generator** is designed to provide clear and concise access information for events. Having clear information is very important for an event to be as sustainable, accessible, and inclusive as possible, and ensuring that physical and digital spaces are accessible to everyone. No event is truly accessible without the information to say that it is. Ensuring that events are fully accessible is crucial for inclusivity. Fostering a sense of belonging in events ensures success for all.

Individuals or groups wishing to hold events on College property (indoor or outdoor) on or off the main campus are required to make an application, normally **two weeks in advance**, at the Enquiries Office, Regent House. An electronic application form is available here below for this purpose. Permission to host such events is then sought from the Junior Dean. Please refer to the Junior Dean - Events and Parties (Opens in a new window) page for more information.

Event Details

1. Event Name \* 🛄

test

2. Event Description \* 🖫

test

3. Event Location \* 🗔

test

4. Event Organiser Name \* □

test

5. Event Organiser Email \* 🗔

likemanm@tcd.ie

6. Event Start Time \* 🖫

10am

7. Event End Time * 🗔	
5pm	
8. Event Start Date * □,	
11/21/2024	
9. Event End Date * □,	
11/21/2024	<b>:::</b>
Event Type	
10. Is this an Online Event? (Please refer to the Technology and Accessibility guide for more information https://www.tcd.ie/disability/services/assistive-tech/technologyaccessibility/) *	
Yes	

) No	
/ -	

- - Yes
  - O No
- 12. Will the event be recorded and be available to view afterwards? \* \pi
  - Recorded and available with subtitles and audio description
  - Recorded and available with subtitles but no audio description
  - Recorded and available
  - Can be recorded by request in advance
  - Cannot be recorded
  - Unknown

## Access to the Event

13. Does the event have: (**NOTE:** Wheelchair access requires flat access (no lip/transition changes), no very steep ramps or narrow doorways, and space for wheelchair users in the room.) \*

Wheelchair Access

Step-free access only

No step-free access

Unknown

Yes, fully wheelchair accessible

No, not wheelchair accessible

Yes, with changing places facilities

Partially accessible toilet

Unknown

15. Hearing Loop Availability? * □,
Yes, hearing loop available
No, hearing loop is not available
Available by request in advance
Available by request at the event
Unknown
Accessibility Options
<b>NOTE:</b> Interpreters should be provided upon request. Ask attendees if they have any accessibility requirements at least two weeks before an event. More information on booking an https://www.tcd.ie/equality/policy/other-policies/#ISL at Trinity.
16. Irish Sign Language (ISL) Interpretation Availability * □
Yes, ISL interpretation available
No, ISL interpretation is not available

Available by request in advance

Available by request at the event
Unknown
17. Accessibility Requirements Query: ( <b>NOTE:</b> When publicising events ensure that there is a standard accessibility contact statement on all publicity, including print ads, web pages, and information flyers. An example of this statement is: 'Please indicate if you have any access requirements so that we may facilitate you in attending this event'.) *
Yes, accessibility requirements are queried
No, accessibility requirements are not queried
Unknown
18. Disabled Person's Parking Availability: (More information on https://www.tcd.ie/disability/physical-access-information/accessible-parking-info/ at Trinity) >
Yes, disabled person's parking is available
No, disabled person's parking is not available
Available by request in advance

Available by request at the event	Thinty Accessionity & Sustainability Event Generator
Unknown	
Neurodivergent Individuals	
preferences. If possible, try to put support mechar quiet space, providing clear signage, or having sup and enjoying the event comfortably. Neurodiversity	livergent individuals, it's essential to consider their unique needs and nisms or accommodations in place, such as providing a designated oport staff available to assist neurodivergent attendees in navigating of describes the idea that people experience and interact with the world ne "right" way of thinking, learning, and behaving, and difference are
for many people. Providing a quiet, ser break from the main event. Find out m the https://www.tcd.ie/disability/service	ated quiet space? ( <b>NOTE:</b> Events can be overwhelming isory-friendly space is important so people can take a ore about creating a sensory-friendly environment at es/tcdsense.php page. For information about the sensory ty and physical access information for buildings across  *   \[ \textsum_{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\t
Yes, a quiet space is available	
No, a quiet space is not available	
Available by request in advance	

Available by request at the event

	,,,,
	Unknown
ligh	we you made provisions to create a sensory-friendly environment? (Consider factors like hting, noise levels, and providing quiet spaces, to accommodate attendees who might be nsitive to sensory stimuli.) $*$ $\square$
	Yes, provisions made
	No, provisions not made
	Unknown
	event information, instructions, and communications clear, concise, and provided in multiple mats? (e.g., written, visual, verbal) to cater to diverse cognitive processing styles.) * $\square$
	Yes, information is clear and in multiple formats
	No, information is not in multiple formats

Audio & Visual

Unknown

More information on making media accessible can be found at https://www.tcd.ie/disability/information-for-teaching-and-professional-staff/inclusive-learning/guidelines-for-creating-accessible-materials/social-media/).

22.	Are the presentation slides accessible? (Refer to https://www.tcd.ie/disability/information-for-
	teaching-and-professional-staff/inclusive-learning/guidelines-for-creating-accessible-materials/

\*

Yes, they are accessible

No, they are not accessible

Presentation slides are not required

Unknown

23. Does the event include a video showing or video call? \* 📺

Yes, it includes a video

No, it does not include a video

Unknown

Sustainability

These questions can help guide the planning process and ensure that the event is not only enjoyable but also environmentally responsible. When planning or evaluating a sustainable event, it's essential to consider various aspects to ensure that the event aligns with sustainability principles. Consider **waste** 

**management**, **transportation**, **consumption**, and how the event will promote **sustainability awareness**. Read more https://www.tcd.ie/sustainability/initiatives/.

- 24. Will single use items be available at the event? (i.e. coffee cups, plates, water bottles, gift wrapping, plastic bags.) \* 🗔
  - Yes, single use items will be available for customers at the event.
  - No, the event will be 100% reusable.
  - Unknown
- 25. Will the event be a zero waste event? (How will waste be minimised at the event, and what strategies are in place for recycling and composting?) \* \_\_\_\_\_\_
  - Yes, it will be 100% zero waste.
  - No, there will be waste generated.
  - Unknown
- 26. Will the event take a veggie first approach? 100% vegetarian or vegan \* \_\_\_\_\_

Yes
○ No
Unknown
27. Will you promote public transport and active travel (walking and cycling) to your event? * 🖂
Yes Yes
○ No
Unknown
28. How are you ensuring that the products and services procured for the event (e.g., food, decorations, promotional items) are sustainably sourced or produced? (Learn more about TCD Sustainable Event Guidelines at https://www.tcd.ie/sustainability/resources/sustainable-event-guidelines/) * 🗓
Sustainably sourced or produced
Not sustainably sourced or produced
Unknown

29. Will the event promote sustainability awareness and education among attendees? * 🗔	
Yes, activities and information to promote sustainability awareness will be included	
No, there are no plans to promote sustainability awareness	
Unkown	
Additional Event Details	
These questions may not cover all aspects of event accessibility. Consider adding any additional details that could lattendees, such as catering options, specific accommodations, or transportation information.	nelp
30. Further Comments or Details □,	
test	
31. Please provide contact details for any access enquiries (if not included elsewhere): 🗔	

test

32. Upload Event Image: (Upload an image as it adds more interest to your event)

(Non-anonymous question ○) □

postergirl\_Mark Likeman.png

33. Please provide a website link for the event:  $\square$ 

www.tcd.ie/disability

## **After Submission Instructions:**

Thank you for completing the form! To print your responses, follow these steps:

- 1. After submitting the form, you will see a confirmation page.
- 2. Click on the link that says 'View your response'.
- 3. Once your response is displayed, use your browser's print function (usually accessible via Ctrl+P or Command+P) to print a copy of your responses.



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