



UNIVERSITÄT
LEIPZIG



A UNIVERSITY FOR EVERYONE NEEDS EVERYONE

A Guide to Accessible, Diversity-Sensitive
and Family-Friendly Event Planning

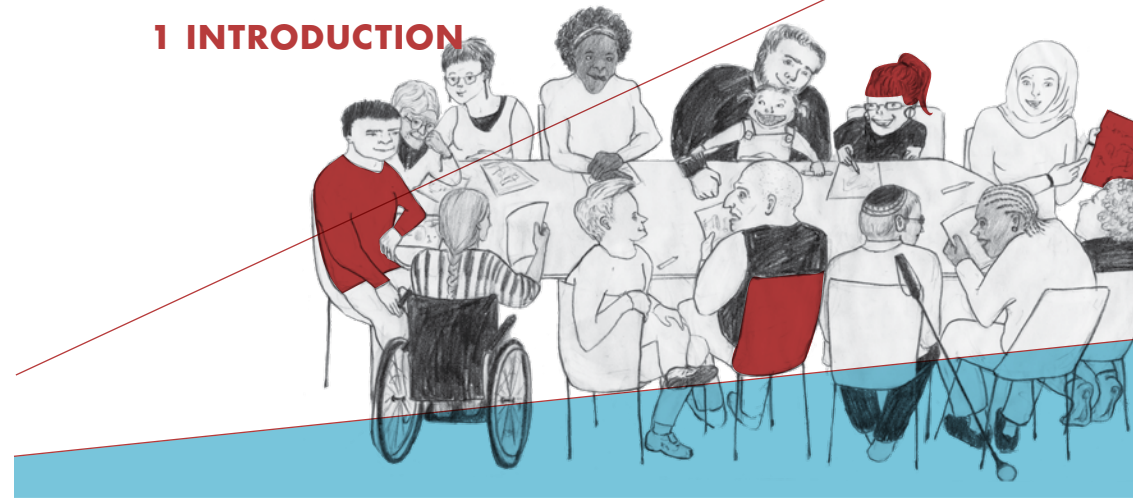
TABLE OF CONTENTS

1	INTRODUCTION	5
1.1	The guide to the guide	7
2	THE BASIC PRINCIPLES OF ACCESSIBILITY	8
2.1	Open to all	8
2.2	The two-sense principle	9
2.3	Universal design – “a design for everyone”	10
2.4	KISS – “keep it short and simple”	10
2.5	Nothing About Us Without Us!	11
3	DATES AND TIMES	12
3.1	Public holidays	12
3.2	Opening / childcare hours	12
3.3	Breaks	13
4	LOCATION AND VENUE	14
4.1	Accessible travel via public transport in Leipzig	14
4.2	Accessible travel via minibus	15
4.3	Accompanied accessible travel	16
4.4	Parking and access to the Campus Augustusplatz	16

4.5	Event room	17
4.5.1	Accessibility	17
4.5.2	Signage	19
4.5.3	Seating	19
4.5.4	Lighting	21
4.5.5	Acoustics	22
4.5.6	Presentation material and technology	24
4.5.7	Emergency equipment	24
4.6	Wheelchair-accessible and gender-neutral toilets	25
4.7	Quiet and nappy changing rooms	26
5	ACCESSIBLE EVENT INFORMATION	28
5.1	Invitations	29
5.1.1	Gender-sensitive language	29
5.1.2	Accessibility information	30
5.1.3	Needs survey	30
5.1.4	Who is invited?	32
5.2	Media formats and channels	32
5.3	Text layout and images	33
5.4	Livestream AND ONLINE EVENTS	34
6	INTERPRETING AND PERSONAL ASSISTANCE	35
6.1	Sign language interpreting	35
6.2	Speech-to-text reporting	37
6.3	Simplified language / "Leichte Sprache" interpreting	37
6.4	Personal assistants	39
7	CATERING	40

8	CHILDCARE	42
9	ACCOMMODATION	43
10	FEEDBACK	44
11	APPENDIX	45
11.1	Contacts	45
11.1.1	Contacts within the university	45
11.1.2	Childcare	48
11.1.3	Interpreting	48
11.1.4	Simplified language / "Leichte Sprache"	50
11.1.5	Assist service, accomodation, emergency call service	51
11.2	Checklist	52
11.3	More detailed information	55
11.3.1	How to create accessible Word, PDF and PowerPoint documents	55
11.3.2	Diversity-sensitive communication	57
11.3.3	Accessible construction and DIN 18040	59
11.3.4	Checklist for accessible events	59
11.4	Pictograms	61
11.5	Glossary	66
11.6	List of abbreviations	72
	PUBLICATION DETAILS	73

1 INTRODUCTION



Cobbled paths and high kerbs, lifts without speech output, large crowds of people in the cafeteria, long seminars without any breaks and meetings stretching into the evening hours are just some examples of the many obstacles that may be minor to some people but for others represent a reason why they are unable to participate in social life.

This guide provides an overview of and tips on how you can use the means available to organise accessible university events on campus Augustsplatz. Be it lectures, seminars, workshops, exhibitions, receptions or your Christmas party, with the right planning you can enable everyone to take part. Doing so will not only increase your number of guests but also the diversity of your audience. Varied perspectives lead to more creativity and innovation and will therefore help to make your event a success.

Barriers to social participation – an example

When choosing modules, the wheelchair-user Robin has to have an extremely precisely planned timetable. To get from the lecture hall on the third floor to the lecture theatre on the first floor, Robin needs more time than other students, first needing to wheel through another lecture hall before taking the stair lift down, crossing the long hallway, waiting for the lift and then winding through the people sitting and learning at the tables in the work area. In the case of a tight schedule, Robin doesn't even have enough time to grab a coffee, get some fresh air or go to the toilet. For this reason, Robin's choice of modules is limited.

This guide not only focuses on inclusion but also considers aspects of design for diversity, from event planning right through to addressing individuals in a non-discriminatory manner.

The following chapters explain to you which requirements a seminar room should meet and tells you about the possibilities for organising an accessible event and the event technology that is available or can be hired from the university.

The guide does not claim to be a comprehensive source of information. Please be sure to obtain information on the current requirements, for example by contacting the Central Teaching Room and Technology Administration Team (zentrale Lehrraum- und Technikverwaltung). You can find contact addresses, the names of responsible contacts and information on hiring materials in the appendix.

The Department of Equal Opportunities, Diversity and Family (hereinafter referred to as the "EODF Department") hopes that you will have a successful event for everyone and with everyone.

1.1 The guide to the guide

You will repeatedly find the symbols below in some of the texts in this guide. These symbols indicate that you can find more information in the appendix.

These symbols have the following meanings:

Paperclip

You can find more detailed and helpful links in the appendix.



Telephone

You can find the details of the relevant contact in the appendix.



Light bulb

You can find a definition of this term in the glossary.

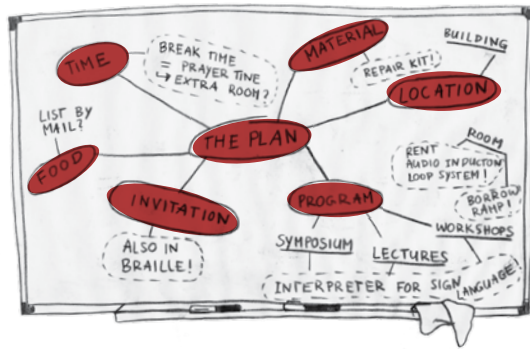


Suitcase

You can hire the event material and technology mentioned in this text from the Department of Equal Opportunities, Diversity and Family. More information on hiring material and the hire form can be found on the website www.uni-leipzig.de/diversity.



2 THE BASIC PRINCIPLES OF ACCESSIBILITY



If you already factor the following basic principles of accessibility into your event planning, you can easily organise a barrier-free event.

2.1 Open to all

All of your participants should be able to independently participate in all aspects and activities of your event without any additional support. This includes participants with, for example, limited mobility, hearing difficulties, visual impairments or chronic diseases. With a diversity-sensitive and counter-gendered language, all people feel addressed.

Open to all – an example

Olga uses the tactile signage system to get from the Lecture Hall Building to the Seminar Building. The tactile floor plans show her the way to the seminar room. Following the lesson, however, is a more difficult task for her because the presentation handout and seminar texts are not available in Braille and the PowerPoint cannot be downloaded online. Having to ask for help time and time again is annoying and makes her feel like an outsider with special requests. If the teaching material were accessible from the start, she could independently participate in the lesson and feel like an equal member of the seminar group.

Open to all – an example

2.2 The two-sense principle

All information should be perceivable through at least two senses (seeing, hearing and/or feeling). This principle allows one skill that is not sufficiently available to be balanced out by another.

Samira has been deaf since the age of 14 and has never learnt German Sign Language. To ensure that Samira can also follow the exciting exchange of words in the panel discussion, a helper simultaneously produces subtitles of the spoken word. This allows her to view the spectacle, read what is being said and react just like the rest of the audience.

The two-sense principle – an example

2.3 Universal design – “a design for everyone”

“Universal design” is about designing products, environments, programmes and services in a way that they can be used by everyone, to the furthest extent possible without being adapted or needing a special design. “Universal design” does not exclude aids for specific groups of people with disabilities if they are required.

Try to already consider different needs and requirements when planning your event and find solutions that can be flexibly used by everyone to an equal extent. Examples of universal design solutions include flip charts with adjustable heights that allow presentation material to also be accessed by wheelchair users and people of short stature.

The “design for everyone” approach guarantees resource-saving organisation because accessibility does not have to be subsequently ensured as a complex and time-consuming additional service or special solution.

2.4 KISS – “keep it short and simple”

Keeping it short and simple means ensuring that information is written and provided in a clear and understandable style

Instead of writing: “The guide not only provides readers who are not yet aware of barriers at LU with tips and tricks on designing an accessible event but also contains a helpful list of all university-internal and external contacts for matters concerning this topic.”, it is better to write: “The guide contains ideas and suggestions for planning accessible events and a list of important contacts.”

Short and simple – an example

2.5 Nothing About Us Without Us!

The slogan “Nothing About Us Without Us” comes from the American movement for people with disabilities. Its basic principle is that measures concerning people with disabilities should not be implemented without their involvement. People with disabilities and chronic diseases are experts in precisely these matters and are most likely to know their own needs and requirements.

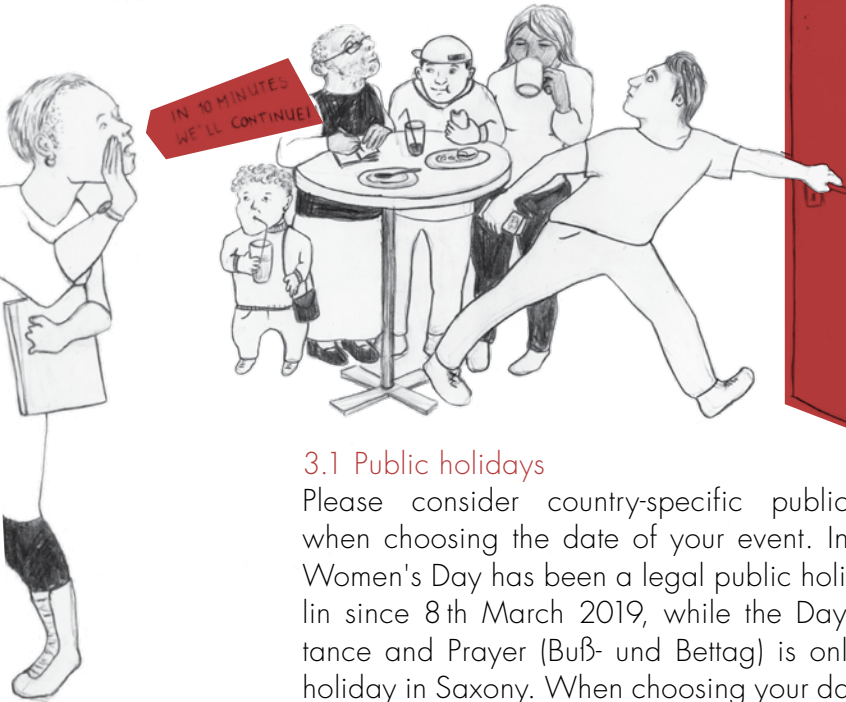
Where possible, you should therefore involve those concerned from an early stage in order to guarantee a direct representation of interests and self-determination and avoid unnecessary time and effort.

The importance of observing this principle is currently also being demanded by other interest groups that are excluded from political, social and economic processes. An event that is sensitive to diversity should therefore involve representatives in accordance with the topics covered, for example black people and indigenous people of colour, LGBTTIQ* people or people with disabilities or chronic diseases.





3 DATES AND TIMES



3.1 Public holidays

Please consider country-specific public holidays when choosing the date of your event. International Women's Day has been a legal public holiday in Berlin since 8th March 2019, while the Day of Repentance and Prayer (Buß- und Betttag) is only a public holiday in Saxony. When choosing your date, be sure to factor in the relevance of both international and non-Christian religious holidays.

3.2 Opening / childcare hours

People with children are tied to the opening and childcare hours of day-care centres, childminders, schools or after-school care facilities and therefore may not be able to participate in an event. Where possible, you should therefore try to hold events during core working hours (9 am – 3 pm) or in the evening (7 pm – 10 pm), when other people can care for attendees' children.

3.3 Breaks

A comprehensive programme full of exciting presentations and interesting discussions needs breaks so that participants can process what they have heard and learn. Participants generally become less attentive after 90 minutes, regardless of how fascinating the talk may be. Plan longer breaks (of at least 30 minutes) between different teaching units or parts of the event programme. This will give participants the chance to get some fresh air and have something to eat and drink. People with limited mobility need more time to get from A to B and guests who need to give themselves medication also need longer breaks and a suitable place to do so.

4 LOCATION AND VENUE



4.1 Accessible travel via public transport in Leipzig

When selecting your location, make sure that it offers accessible connections with the local public transport network. The "Hauptbahnhof", "Augustusplatz" and "Wilhelm-Leuschner-Platz" bus and tram stops are all located near the university and are designed to be as accessible as possible, with dropped kerbs and raised platforms, dynamic passenger information displays with voice announcements and a tactile signage system. When vehicles arrive, the line number and destination are normally announced at doors 1 and 2. The special button with the wheelchair / push-chair symbol ensures that the vehicle doors stay open for longer so that people with limited mobility have enough time to board. Some trams do not have entrances at platform level. The search tool in the free "LeipzigMOVE" app shows whether or not a vehicle with an entrance at platform level is planned for a specific route.



The public transport company "Leipziger Verkehrsbetriebe" offers a passenger assist service for people with limited mobility, which can be booked in advance via online form, E-mail or telephone. Please inform your event participants about the free "LeipzigMOVE" and "MOOVME" apps, which people with limited mobility can use to conveniently access up-to-date information on the public transport network. You should also always send your participants detailed instructions on how to get to the event venue from the central bus and tram stops

4.2 Accessible travel via minibus

If you would rather offer your guests a pick-up service, you can reserve and use the LU vehicle for people with limited mobility available from the EODF Department.



This vehicle can be used to transport up to eight people. Alongside the driver's seat, it also contains five other seats and two additional spaces for passengers who can remain in their wheelchairs during the journey. You should, however, ask passengers in wheelchairs whether they want to remain in their chairs or would prefer to sit on a seat where possible. University vehicles may only be driven by holders of an LU driving permit (Betriebsfahrerlaubnis). These permits are granted to staff members when applied for from the university's Vehicle Pool Department (Fahrbereitschaft) by their superiors. Staff members who want to drive the minibus must additionally attend a briefing with the Vehicle Pool Department.



4.3 Accompanied accessible travel

The Campus Augustusplatz is located close to the city centre and mostly offers accessible connections to the local public transport network. Nevertheless, blind people or people with visual impairments, for example, may find it difficult to travel unknown routes. You should therefore name a contact who can collect participants from local bus and tram stops on arrival where needed. This contact should preferably be available via different communication channels.

4.4 Parking and access to the Campus Augustusplatz

If people with limited mobility choose to travel to the event in their own vehicle, please inform them in advance about parking spaces for people with disabilities located close to the university.

Four of these allocated parking spaces are located at Universitätsstraße 1 in front of the LU Seminar Building. Three further disabled parking spaces can be found in close proximity in Schillerstraße. Barrier-free access to the Campus Augustusplatz is available at:

- Augustusplatz through the New Augusteum (door opens automatically with a push button)
- Augustusplatz on the right of the New Augusteum (ramp)
- Universitätsstraße between the Seminar and Lecture Hall Buildings (ramp).

A tactile signage system for blind visitors and visitors with visual impairments is installed in the quadrangle of the campus. This also continues throughout the entire Lecture Hall Building. A floor plan of the Campus Augustusplatz you can obtain from the information

point in the New Augusteum. You can also obtain an A3 copy of this floor plan from the information point in the New Augusteum.

4.5 Event room

To reserve rooms on the Campus Augustusplatz, please contact the Central Teaching Room Allocation Service (zentrale Lehrraumvergabe) at LU. To reserve the Felix-Klein lecture hall, please contact the Faculty Office of the Faculty of Mathematics and Computer Science.

The location-based and technical implementation of accessibility measures is based on the standard DIN 18040-1 (by the German Institute for Standardization (Deutsches Institut für Normung e.V.)). The following criteria should be observed in order to meet the minimum requirements.

4.5.1 Accessibility

Event rooms and stages should ideally offer level access (with steps or thresholds no higher than 2cm). Entrances to event rooms should offer enough space to allow people in wheelchairs or walking frames to turn around (1.50 m x 1.50 m).

All rooms at the Campus Augustusplatz can be accessed via lifts with speech output. They mostly offer level access and the width of the hallways offers sufficient space for people with limited mobility.

The stage area in the lecture hall 1 to 8 is not barrier-free accessible. The wheelchair spaces in the auditorium in lecture hall 9, 10, 11 and 12 are difficult to access, meaning that the other lecture halls should be favoured where possible. In some cases, spaces for



wheelchair users are located in the back row, directly in front of the projector, which cannot be used as a result.

- **Lecture hall 9**
Wheelchair spaces are located by the side entrances and with a blocked view of the stage and the video projection.
- **Lecture hall 10, 11 and 12**
Access via the rear entrance is available via stair lift. Wheelchair spaces are located in the front row. Wheelchair-compatible tables cannot be provided because the area must be kept clear as an escape route. In front of the stair lift there is a heavy, non-electrically opening fire door, which people with limited mobility may only be able to open with assistance. Barrier-free access to lecture hall 10 requires guests to go through lecture hall 11 and 12.



If you nevertheless choose to use the rooms specified above, please inform participants in good time that they can hire the key for the stair lift from the Central Teaching Room Allocation Service.



If a ramp is required for other situations, a mobile wheelchair ramp can be hired from the EODF Department. The ramp can be used to cover smaller steps or thresholds up to 40 cm high (with a helper). If wheelchair users should be able to use the ramp without additional help, the threshold must be no higher than 29 cm. The ramp can be used by both active and electric wheelchairs.

4.5.2 Signage

Good signage is important for your accessible event. People within the autism spectrum are sensitive to sensory stimuli and often prepare themselves for an unknown environment or situation in great detail. This enables them to prevent unexpected stressful situations due to too many sensory stimuli. It is therefore important that the routes to the function room, accessible lifts, gender-neutral toilets, the nappy changing / quiet room, the reception and information area, reserved spaces and the on-site contact of the organisation team are well marked with clear signs. For optimal visibility right from the start of the event, you should use large, high-contrast signs as orientation guides in the entrance area. Be sure to also install signs at eye level for wheelchair users and people of short stature, namely between 1.20 m and 1.40 m. You can hire floor plans with tactile diagrams of the Lecture Hall and Seminar Building from the EODF Department. To help with orientation, there are also permanently installed tactile maps on the Augustusplatz campus.



4.5.3 Seating

In the case of long seminars and lectures, presentations, panel discussions or workshops, it is very important to use a well-considered seating plan. Even in the case of short receptions or exhibition openings, you should be sure to provide seats with backs and armrests for elderly or pregnant guests or those with physical disabilities. When arranging your seating plan, please remember that:

- **Wheelchairs require more space.** Please note that it is also more convenient for wheelchair users to be able to choose where they sit. It is therefore a good idea to make aisles wide and

place individual rows further apart and to leave spaces for wheelchair users in different rows. An area that is 90 cm wide and 130 cm long should be kept free for spaces accessed from the front or back and spaces accessed from the side require a free area of 90 cm x 150 cm. Keep a space close to a plug socket free so that electric wheelchairs can be recharged. You can mark all reserved seats with laminated notices on the floor. Simply use the corresponding pictograms on these signs.



- It is particularly important that speakers and sign language interpreters are clearly visible to deaf guests and those with hearing impairments. The front row can therefore be reserved for guests who would like to use the interpreting service or would like to sit close to the action due to visual impairments. These reserved spaces can also be marked with pictograms.
- Plan spaces at the edge for guests within the autism spectrum or chronic disease so that they can leave the room without attracting attention if needed. Offer your guests the chance to choose a seat at the edge without specifying any reason in the run-up to your event. You can reserve these seats in their name.

The seating in the seminar rooms and the Felix-Klein lecture hall can be largely arranged flexibly. Although this is not possible in the rooms in the Lecture Hall Building, all lecture hall contain at least two clearly marked spaces for wheelchair users.

The Lecture Hall Building contains lockers on every floor. These are available for free to all guests.

4.5.4 Lighting

Good visibility conditions are particularly important for people with visual or hearing impairments, for example when it comes to having a clear view of sign language interpreters. You should therefore check the dimming and lighting possibilities available in your room.



Most of the rooms on the Campus Augustusplatz offer different lighting options (e. g. illuminating the board, podium or individual areas of the rows of seating). This lighting cannot, however, be individually adjusted. You may require additional lighting, for example to illuminate sign language interpreters. Check the lighting in your rooms in advance and decide whether or not it is sufficient for your event

4.5.5 Acoustics



Optimal acoustics are just as important as good lighting. This not only applies to guests with hearing or visual impairments but also to support the work of interpreters.

The lecture halls in the Lecture Hall Building contain audio induction loop systems, which provide assistive listening for guests with hearing impairments who wear hearing aids with a T-coil. The systems enable audio signals from the microphone system such as speeches to be wirelessly received by the hearing aid. If you need several microphones, you can borrow them from the AVT Service. In the lecture hall in the Lecture Hall Building, the rows of seating for guests with hearing impairments are marked with pictograms. To ensure that the audio induction loop systems are switched on, please ask the AVT Service to check in advance. If you have any other questions concerning the technology and how to use it, please contact the AVT Service to find out more.



Alongside the technology and audio induction loop systems available, you can also hire a sound system with wireless necklace and hand-held microphones. The special feature of this system is its automatic frequency regulation, which balances out the spoken voice and ambient noise to a volume that can be clearly heard. It therefore guarantees the optimal acoustics of spoken contributions for all participants at all times. To provide the best possible acoustics for people with hearing impairments, you can additionally hire the Roger MyLink Receiver alongside the sound system. The receiver wirelessly transmits the spoken voice from the microphone so that people with cochlea implants and hearing aids (with a T-coil) can follow the event without any problems.

For more information on hiring the sound system, the microphones or the Roger MyLink Receiver or instructions on how to use them, please contact the EODF Department.

People on the autism spectrum disorder may be overwhelmed by images, scents or noises due to impaired stimulus filtering. You should therefore provide earplugs, especially in the case of large events. These allow people within the autism spectrum to block out excess stimuli in order to calm down.

Mychau has Asperger's syndrome, an autism spectrum disorder. This semester, she is attending an exciting lecture in the Audimax at Leipzig University. When the event starts, more than 500 students are sitting in the room. The professor has already started her lecture when individual students keep on turning up late, looking for their fellow students who have saved them a space and apologising as they push their way through the rows of occupied seats. The door slams shut. The people sitting next to Mychau start whispering about last weekend, a mobile phone rings and some students start to giggle. Another person slurps up the last few drops of their drink from a plastic cup and the constant muffled sound of the drilling work in the Augusteum can also be heard. "What is being built in the Augusteum? What was in the plastic cup, what did the lecturer just say, whom did my neighbour meet up with at the weekend and why does it suddenly smell so weird in here?" It all gets too much for Mychau and she leaves the event to calm down.

A flood of stimuli – an example

4.5.6 Presentation material and technology

Please ensure that people with limited mobility are able to get onto the stage and that the lectern, movable walls and other presentation material where possible all have adjustable heights and are accessible.

The lecture hall, seminar rooms and Felix-Klein lecture hall all contain media racks with integrated presentation and audio technology. Given that the technical equipment available in the rooms may vary, we recommend that you arrange an appointment with the AVT Service for a media technology briefing in the seminar and lecture hall building. A valid university login is required in order to use the media technology. Each staff member at LU is automatically given a university login based on the details provided by the Department of Human Resources after they conclude their contract. Students receive their login details after successfully enrolling. University logins for guests and external event organisers are provided by the guest management teams of the individual institutions.

For speech-to-text reporting, sign language interpreters or general presentations, you can hire a height-adjustable screen from the EODF Department to use alongside the existing projection surfaces.

4.5.7 Emergency equipment

When you produce the list of materials for your event, be sure to remember that you also need a first-aid kit so that you can treat smaller injuries yourself on site and render first aid in case of emergency.

The EODF Department hires out evacuation chairs for use in emergencies. These so-called escape chairs

are designed for evacuating people who have limited mobility, for example due to a disability, injury, pregnancy, illness or old age. They are used to evacuate people by taking them downstairs. Please consult the Department for a briefing on how to easily use evacuation chairs. Escape chairs can be hired using the reservation form on the website of the EODF Department.

4.6 Wheelchair-accessible and gender-neutral toilets

The university buildings on the Campus Augustusplatz contain wheelchair-accessible toilets on every floor (other than the ground floor of the Seminar Building). In order to ensure that all guests can find these toilets, you will require corresponding signs at a height that can be easily seen by wheelchair users, namely between 1.20 m and 1.40 m.

Inform your guests that they will need a Eurokey toilet key to use some of the toilets. Those entitled to receive a Eurokey can request one from CBF Darmstadt by submitting a copy of their disabled pass and paying a fee of € 23 at <https://cbf-da.de>. The key can also be used in public toilet facilities at train stations and service stations throughout Europe. A Eurokey toilet key can additionally be hired from the EODF Department for events against a € 10 deposit by LU members. To allow all individuals, regardless of their gender, to use the toilets at your event, use the pictograms to create signs for "all-gender toilets". This is particularly relevant to trans*-, intersex and non binary people.



All-gender toilets – an example

Alex is a transwoman. She is trans*. This means that although Alex' was assigned the male gender at birth, she has never been able to identify with the social gender of 'man'. Alex has now come out in her social circle. Nevertheless, she still encounters unpleasant everyday situations in which she has to explain herself time and time again. At LU, for example, there are men's and women's toilets. When Alex uses the women's toilet, she is frequently told that she shouldn't be using the women's toilet but the men's. Alex is fed up with constantly being reprimanded so decides to use the men's toilet. Here, however, she not only feels very uncomfortable as the only woman but is also reprimanded for her presence. Alex has therefore now arranged her courses so that she has enough time to go to the toilet at home during her day of lessons. Unfortunately, this does not always go as planned and she therefore has to learn from her fellow students' notes.

Alex can use an "all gender" or "Women's* / Inter* / Trans*" -toilet without fear of being expelled.

4.7 Quiet and nappy changing rooms

Offer your guests a retreat where they can go to relax, for example in the case of pregnancy, narcolepsy ('sleeping disorder') or guests who are sensitive to sensory stimuli due to an autism spectrum disorder. The quiet room can also, for example, be used by guests with diabetes who want to take their medication without being disturbed. The room must contain seating and, where possible, a place for guests to lie down.

The left-hand side of the entrance area of the Lecture Hall Building (Room H00.021) contains a medical room that can be used in the period of your event as a first-aid and quiet room. You can obtain the key from the AVT Service. At the Central Teaching Room Allocation Service you can reserve another room that you can use as a quiet room by adding seating and suitable signs.

Guests with babies and toddlers require a breastfeeding and nappy changing room with a sink. A quiet room should not also be used as a breastfeeding and nappy changing room. Please be sure that you also have clear signs showing the way to these rooms. Use pictograms on these signs.

A breastfeeding and nappy changing room is located next to the Kinderladen day-care facility on the first floor of the Lecture Hall Building (Room M101). If this room is locked, the key can be obtained from the Kinderladen (Room M102). This is located by the entrance to the Mensa am Park cafeteria on the first floor, to the left of lecture hall 1. Other nappy changing areas can also be found in the women's toilet of the Mensa am Park cafeteria run by the Student Services and in the men's and women's toilets on the fifth floor of the New Augusteum building. The fold-down nappy changing tables in these areas contain nappies in sizes 2–4, wet wipes and nappy bags.

You can find a current overview of all nappy changing areas at the LU and their equipment on the website of the EODF Departement.



5 ACCESSIBLE EVENT INFORMATION



Another step towards organising an inclusive event is the accessible and gender-sensitive design of information material and booklets, circulars, invitations or presentation slides. This not only concerns content-related accessibility, for example by using wording that is easy to understand and gender-sensitive pronouns, but also ensuring that the output format and corresponding application are fully accessible.

Information should always be provided in different formats with the aim of ensuring that everyone understands everything (two-sense principle, cf. chapter 2.2). An image, for example, therefore requires an alternative text, an audio file needs a transcription, a video should be given subtitles and all information should be available in simplified language (e.g. the German "Leichte Sprache" or Special English). The general rule is that texts, images and tables should be verbalised for blind guests and those with visual impairments and visualised for deaf participants or those with hearing impairments.

5.1 Invitations

5.1.1 Gender-sensitive language

When writing invitations, be sure to avoid gender-specific nouns and pronouns in order to signalise that all participants are welcome at your event. The Senate of Leipzig University passed a resolution on March 23, 2021, that recommends the use of the colon (":") in all central documents, flyers, homepages et cetera. More information on gender-equitable language can be found at: www.uni-leipzig.de/doppelpunkt. But some institutions or associations use the gender Gap ("_") or gender asterisk ("*"). Avoid using binary terms such as "Mr" and "Mrs" by addressing people directly by their name, for example:

"Hello first name surname,

We are delighted that you have agreed to give a talk at our "Diversity now!" conference."


Another option would be to use a non-personal approach in a circular letter:

"Dear participants in the "Diversity now!" conference, We are delighted that you will be attending the event."

In participant registration documents/lists, avoid specifying gender ("male", "female", "man" or "woman") or add further options such as "diverse" or "not specified". You should ultimately ask yourself whether you actually need to know if a person identifies as "male", "female" or "diverse". You can find a list of helpful guides for gender-neutral and non-discriminatory language in the appendix under "Diversity-sensitive communication".



5.1.2 Accessibility information



Ensure that your invitations clearly state that you place value on enabling all individuals to participate in your event. By using pictograms on sign language interpreting, disabled parking spaces, wheelchair-accessible toilets, audio induction loop systems, etc., you can easily inform your participants about the measure that you have taken to make your event fully accessible.

For guests within the autism spectrum, it is extremely helpful to receive as much information as possible in advance, for example regarding the event programme or venue, so that they can best prepare themselves for the many stimuli and social demands that await them at the event.



Remind your guests about all accessibility measures at the start of your event and introduce the contact available to help if participants have any questions. By doing so, you can ensure that every guest has received all information on accessibility at your event.

5.1.3 Needs survey

Some services such as childcare, personal assistance or interpreting are often fully booked far in advance. You should therefore reserve these services with their respective providers even before conducting a needs survey. You can then ask about your guests' special requirements in your invitation and set a deadline for responses. This will enable you to, for example, cancel interpreting reservations without any problems or factor responses concerning allergies and intolerance into your catering plans.

Questions regarding special support options for the needs survey in your invitation may include:

- Do you have any food or drink intolerances or allergies?
- Do you require personal assistance on site at the event venue?
- Is somebody accompanying you to the event to support you? (further seats may need to be reserved where applicable)
- Do you require childcare and if so, how old is/are your child/children?
- Do you need spoken contributions to be interpreted into German Sign Language?
- Do you require captioning?
- Do you need to receive a short bullet-pointed list of the content of the talk and presentation in advance?
- Do you require a digital floor plan or tactile floor plan in advance? (Lending EODF Department)
- Do you need handouts in Braille or large print at the event venue?
- Do you require a collection service from local stations / meeting places either on foot or with an accessible vehicle?
- Are you a wheelchair user?
- Are you bringing an assistance dog with you?
- Do you have any other requirements?



Provide multiple contact options for feedback (e-mail, mail, telephone, fax). The accessibility contact person(s) should be available through various contact methods, such as phone or messenger, before and during your networking event.

5.1.4 Who is invited?

Regardless of the topic that forms the focus of your event, you can also send your accessible invitation to associations for people with disabilities or impairments such as the Stadtverband der Hörgeschädigten Leipzig e. V. or Behindertenverband Leipzig e. V. You can also use the "Inklusionsnetzwerk Sachsen" to promote your event on a wide scale. This not only helps to raise awareness of accessible events in general but will also increase the coverage of your event.

5.2 Media formats and channels

People with visual impairments may find it difficult to read printed material. Users of a screen reader (software that reads texts aloud) are normally able to enlarge and adapt digital information material to suit their individual needs, but only if the material has an accessible format. It is therefore a good idea to always also send participants printed information such as invitation letters, programmes or presentation slides via E-mail in advance and to make them available to download from the website. More information on digital accessibility can be found in the appendix.

Ask your participants about their requirements in advance so that you can specifically provide information material in digital form, Braille, simplified language or with subtitles on the day of your event.

5.3 Text layout and images

By observing the following standards, you can ensure that your documents meet the minimum requirements for accessible and gender-sensitive language:

- Use of sans-serif fonts (e. g. Arial or Helvetica)
- Font size of at least 12 points (Arial 11 points)
- Line spacing of at least 1.2 points
- Use of style templates
- Monochrome text backgrounds containing no images
- Texts clearly stand out against the background with a high visual contrast (Colour Contrast Analyser)
- Images contain an alternative text for visually impaired participants (digital form)
- Use of diversity-sensitive greetings in invitations and letters
- Use of gender-neutral formulations and salutations; avoidance of the generic masculine and binary attributions

A list of links to further information can be found in the appendix. To print documents in Braille, please contact the EODF Department.

5.4 Livestream and online events

Use online formats to reach national and international interested parties. The Center for Media and Communication (CMC) offers a professional service in the field of application and production of auditory, audiovisual and digital media teaching, research and public relations. The CMC supports you with the realization of live transmissions of conferences, workshops and other events. For online meetings or events, the University Computing Centre offers several video conferencing systems.

Forms of online-specific sexual harassment increased





during digital events during the Corona pandemic. The direct messaging function was particularly frequently used by perpetrators to send inappropriate images or texts. Both hosts of online seminars and participants should be made aware of this issue and encouraged to report incidents.

By addressing the issue openly, potential perpetrators can be deterred.

Concrete possibilities for action can be:

- Familiarize yourself with the security options of your communication software before the e.g. turning off the chat function or similar.
- Establish rules for mutual interaction at the beginning (so-called netiquette).
- Point out your Awareness Team, which can be contacted if inappropriate contact is made.
- Encourage participants to take screenshots if they feel threatened or harassed.

6 INTERPRETING AND PERSONAL ASSISTANCE



6.1 Sign language interpreting

At international conferences, spoken contributions can be simultaneously interpreted into "International Sign" (IS). This is not a universal language like German Sign Language (DGS) but a mix of country-specific gestures and a visual depiction of signs and facts. "International Sign" is therefore considered to be an auxiliary language and is rarely covered by common interpreting service providers. If you nevertheless require interpreting services for spoken contributions in English, it is a good idea to have them interpreted into German Sign Language. Finding suitable interpreters for this combination may also be difficult, so please feel free to contact the EODF Department for support and advice.



The "Landesdolmetscherzentrale für Gebärdensprache" (Central State Association of Sign Language Interpreters) can put you in touch with interpreters who can simultaneously interpret the spoken German language into German Sign Language.



You should reserve the interpreting service at least four weeks before the start of your event because interpreters are sometimes fully booked due to high demand. If interpreting services are required for more than 45 minutes, you should allow for the use of two interpreters in your calculations. Interpreting fees amount to approximately 55 to 85 euros per hour of interpreting, plus travel time and costs in accordance with the German Federal Travel Expenses Act (BRKG). More information (in German) can be found on the website of the Landesdolmetscherzentrale für Gebärdensprache. The "Integrationsamt" (Inclusion Commission focusing on equal opportunities for people with disabilities) is responsible for events that are attended by deaf- / hearing-impaired participants from all over Germany and therefore the services of sign language interpreters. To receive support from the Integrationsamt, the institution organising the event (e.g. UL, EODF Department) must submit an informal application for the coverage of costs containing a list of the hearing-impaired / deaf participants at the event and stating where they come from. If you have any questions, please feel free to contact the EODF Department or directly get in touch with the "Kommunaler Sozialverband Sachsen".

Sign language interpreters need to be provided with the content of speeches and presentations in advance. This enables them to optimally prepare for specialist terms and contexts. Contact interpreters directly to individually coordinate the deadline by which they need to receive the texts. Place interpreters in a visible location in your event room and ensure that their area is illuminated where necessary.

6.2 Speech-to-text reporting

Speech-to-text reporting, also known as captioning, involves converting spoken language into written language either, word for word or as a summary. The speech-to-text reporter writes the text on a laptop and it is then projected onto a screen that is clearly visible to all participants.

Speech-to-text reporters charge approximately 75 euros per hour for their services. Travel times, times for the installation and dismantling of technology, time spent captioning and waiting times are all factored into their fees. Accommodation costs may also apply where applicable. If speech-to-text reporting services are required for more than an hour, speech-to-text reporters are entitled to work together with a colleague. Be sure to instruct speakers whose speeches will be captioned to ensure that they speak clearly and slowly in order to allow for precise speech-to-text reporting. When choosing the placement of speech-to-text reporters in your event room, ensure that they can clearly hear the speakers.

6.3 Simplified language / "Leichte Sprache" interpreting

People with learning difficulties, dementia or difficulty speaking or reading a language can benefit from simplified language. In the case of German, this is known as "Leichte Sprache". Leichte Sprache is a simplified version of the German language that is subject to special rules, for example explaining loanwords and specialist terms and only using short sentences.

Simultaneous interpreters for Leichte Sprache make complex content understandable for everyone. You can choose to have spoken contributions simultane-



ously translated into Leichte Sprache in writing on screens or interpreted into Leichte Sprache in an extra room or via headphones. When asking participants about their needs in advance, please be aware that some may have combined needs, for example due to deafness and learning difficulties. In this case, speech-to-text reporting in Leichte Sprache would be a sensible option. You can find more information on the rules of Leichte Sprache in the appendix.



With the aid of "Sennheiser MobileConnect" hearing support system, lectures can be transmitted via WLAN to the participants' smartphone in real time and in high quality. To be able to use this system, the free "MoileConnect App" is installed on your own smartphone. The audio content is streamed live via the app and the listening experience can be optimized through individual sound settings. The hearing support system is also suitable for simultaneous interpreting, for example in simplified language (Leichte Sprache).



You can ask translators to translate written text, for example presentation slides or booklets, into Leichte Sprache and can also have them check the comprehensibility of your own translations. The German Federal Ministry of Labour and Social Affairs (BMAS) has published the guide "Leichte Sprache – ein Ratgeber" to provide advice on this topic.

What's more, Leichte Sprache is also beneficial for people who have trouble understanding the German language, for example Erasmus students or guests from abroad.

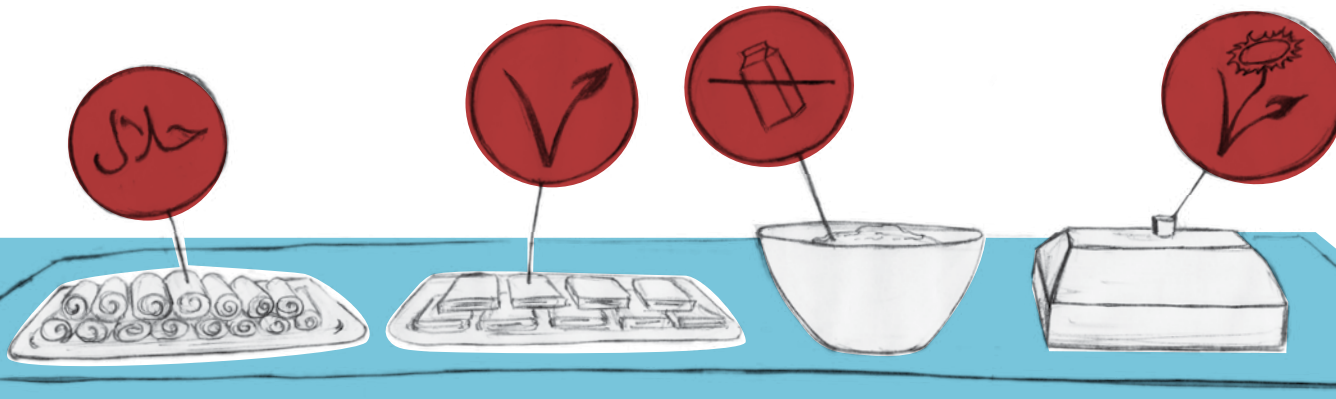
6.4 Personal assistants

Some of your participants may require personal assistants who will accompany them throughout your event. Personal assistants aren't registered as participants, which is why no participation fee is charged. For business trips immediate travel expenses (train, flight, hotel) of the assistance are usually covered by the Integrationsamt.

If you would like to offer a member of your team as a personal assistant, ask participants about their need for personal assistants in your invitation. Personal assistants do not necessarily need to complete training, but you should clearly specify in advance that the scope of assistance provided by your staff member needs to be individually coordinated with the participant. When planning staff for your event, be sure to allow for an additional staff member to work as an assistant.

Alongside personal assistants, assistance dogs are also loyal companions. Blind people are sometimes accompanied by an assistance dog. These dogs are classified as an aid and are therefore not covered by rules banning animals from event venues. Be sure to provide a water bowl for assistance dogs.

7 CATERING



In the case of long events, it is a good idea to plan breaks during which you offer drinks and snacks. Make sure that your buffet is fully accessible (e. g. with easy-to-read signs with large lettering). You should also ensure that your buffet can be easily accessed by wheelchair users (with wheelchair-compatible tables, where necessary), people of short stature and children. Please feel free to hire round tables with adjustable heights from the EODF Department.



By offering a wide variety of dishes including vegetarian/vegan foods, halal meat and alternatives to pork, you can ensure that your buffet contains something for every guest. Additionally listing ingredients allows diabetics and guests with allergies to easily recognise which dishes they can eat. In the case of children and participants with limited movement, it is a good idea to have straws available.

The Mensa am Park cafeteria run by Leipzig Student Services is a particularly family-friendly location thanks to its play area, nappy changing facilities and high chairs. It also contains a microwave that all guests can use to warm up baby and children's food for free.

8 CHILDCARE



Regardless of the opening hours of children's day-care centres and schools, participants should be offered the option of childcare for their children during the event.



You should therefore plan to have an additional childcare room located as close to the event venue as possible and book childcare staff in advance.



You can support childcare services by hiring the mobile children's room "makz" from the Family Service. "makz" is also available in mini-format and can be hired at various university locations. You can find information on these locations on the website of the EODF Department.

9 ACCOMMODATION

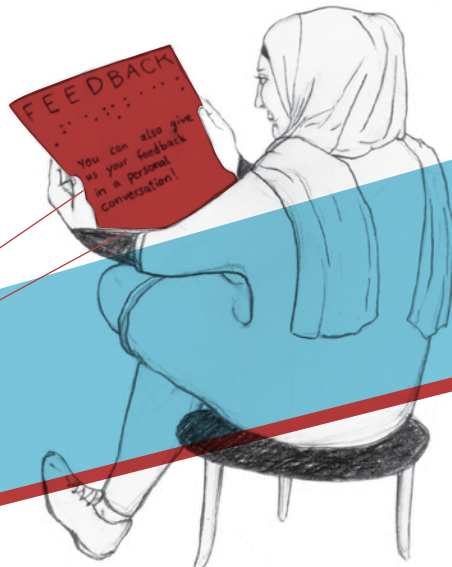


If you are making hotel reservations for speakers or guests at your event, ask them in advance in your invitation or when they register whether they require an accessible room, and when reserving allocations of rooms, always ensure that a sufficient number of accessible rooms are planned.

Although they claim to be accessible, it is unfortunately the case that not all hotels are fully barrier-free. You should therefore be sure to research accessibility in hotels in detail.



10 FEEDBACK



Barriers are as varied as the individuals participating in your event. Some obstacles can be quickly recognised and are easy to remove. For others, you may still need to sharpen your focus. It therefore makes sense to send participants an accessible evaluation form at the end of your event so that you can better consider their needs and requirements at subsequent events.

We look forward to receiving your feedback on this guide, for example what further or more detailed information you would like. Please feel free to send an E-mail to chancengleichheit@uni-leipzig.de or call us on +49 0341 97-30090.

The Department of Equal Opportunities, Diversity and Family hopes that your event will be a great success.

11 APPENDIX



11.1 Contacts

11.1.1 Contacts within the university

EODF Department

E-mail: chancengleichheit@uni-leipzig.de

Tel.: +49 341 97-30090

- Advice on all matters connected to organising and hosting accessible events
- Support and advice for specialist initiatives and projects focusing on the topic of equal opportunities
- Material hire for accessible events
- Reserving the accessible car
- Advice on interpreting issues
- Distribution of keys for the stair lift
- Mobile children's room (makz) hire & Mini-makz coordination

The free hire of materials for accessible events is only available to staff members of LU.

More information on the services provided by the EODF Department (in German) can be found at: www.gleichstellung.uni-leipzig.de

Central Teaching Room Allocation Service (Zentrale Lehrraumvergabe)

E-mail: simone.pohl@zv.uni-leipzig.de /
lisa.thierbach@zv.uni-leipzig.de
Tel.: +49 341 97-31057 / 31058

- Teaching rooms allocated by Simone Pohl: Lecture Hall Building / Seminar Building / New Senate Hall / Audimax / Consultation Room A122 in the Augusteum / Lecture hall in the GWZ
- Please submit reservation enquiries for the Paulinum (Campus Augustusplatz) to Lisa Thierbach

The office is located in room S-023 on the ground floor of the Seminar Building.

AVT-Service

E-mail: avt-service@uni-leipzig.de
Tel.: +49 341 97 31060

- Introduction to the use of media technology
- Key rental for the first aid room (lecture hall building room H00.021)

Lecture hall technology support,
Tel.: +49 151 16133230
Seminar room technology support,
Tel.: +49 151 16133231

Centre for Media and Communication

E-mail: zmk@uni-leipzig.de
Tel.: +49 341 97-35850

- Live streaming support
- Event documentation

Uni-systems for videoconferences, Universitätsrechenzentrum (URZ)

E-mail: servicedesk@uni-leipzig.de
Tel.: +49 341 97-33333

- For general questions

For more detailed information on logging into the website (in German), please visit: www.urz.uni-leipzig.de/dienste

Assistant to the dean of the Faculty of Mathematics and Computer Science

E-mail: lohmann@math.uni-leipzig.de
Tel.: +49 341 97-32101

- Room reservation of the Felix-Klein lecture hall in the New Augusteum
- Technical support / briefing on use of the Felix-Klein lecture hall

Vehicle Pool Department (Fahrbereitschaft)

E-mail: fahrbereitschaft@zv.uni-leipzig.de

Tel.: +49 341 97-31050

- Material and object transportation orders
- Briefing on use of the minibus for people with limited mobility and distribution of LU driving permits
- Self-drive reservations and vehicle allocation

11.1.2 Childcare

Agentur Mittagskind

www.mittagskind-leipzig.de

E-mail: info@mittagskind-leipzig.de

Wiesenknopf

www.wiesenknopf-leipzig.de

E-mail: info@wiesenknopf-leipzig.de

11.1.3 Interpreting and translating

Rahmenvereinbarungspartner:in der UL

Vertragspartner:innen finden Sie im Intranet, Dezernat 5, SG 53, Rahmenvereinbarungen.

Landesdolmetscherzentrale für Gebärdensprache

You can find the "Landesdolmetscherzentrale für Gebärdensprache" (Central State Association of Sign Language Interpreters) at: www.landesdolmetscherzentrale-gebaerdensprache.de/

- Finding sign language interpreters

Kommunaler Sozialverband Sachsen,

Fachbereich 3 – Integrationsamt, Fachdienststelle – Kündigungsschutz, Leistungsbewilligung (Municipal Social Association of Saxony, department 3 – Integration Office, specialist unit – dismissal protection, benefit grants) www.ksv-sachsen.de

- Coverage of costs for sign language

Skarabee – The Sign Language Team

www.skarabee.de

- Interpreting service into German Sign Language, International Sign and others
- German Sign Language Videos for Websites and more
- Translation of written texts into Sign Language

Private captioner agencies

www.kombia.de

www.schriftdolmetscher-berlin.de

Deutscher Schwerhörigenbund e. V.

(German Association of Hard of Hearing People)

www.schwerhoerigen-netz.de/schriftdolmetschen

- Advice for public and private institutions and event organisers on communicative accessibility

VerbaVoice

www.verbavoice.de

- Accessing speech-to-text reporting / sign language interpreting / foreign language interpreting services online

11.1.4 Simplified language / "Leichte Sprache"

Netzwerk Leichte Sprache

(Leichte Sprache (simplified German) Network)

www.leichte-sprache.org

- Checking texts written in Leichte Sprache
- Translating texts into Leichte Sprache

Büro für Leichte Sprache

(Office for Leichte Sprache)

www.leichte-sprache-sachsen.de

- Checking texts written in Leichte Sprache
- Translating into Leichte Sprache
- Advice on design and layout, for example for flyers and booklets

Lebenshilfe Landesverband Sachsen

("Lebenshilfe" organisation for disabled people – Saxony)

www.lebenshilfe-sachsen.de

- Translating texts into Leichte Sprache (simplified German)
- Checking texts written in Leichte Sprache

11.1.5 Assist service, accomodation, emergency call service

Begleitdienst Leipziger Verkehrsbetriebe

(passenger assist service of the public transport company Leipziger Verkehrsbetriebe)

Tel.: +49 341 492-2408 or -2407

Online form (in German) at: www.l.de/begleitdienst

Tips and advice for passengers with limited mobility can be downloaded as a PDF file (in German) at www.l.de/verkehrsbetriebe/kundenservice.

Emergency number for deaf and hearing-impaired people

You can find information on the emergency text number for deaf and hearing-impaired citizens in Saxony (in German) online at www.polizei.sachsen.de/de/notrufsms.htm

Tourismus Marketing Gesellschaft Sachsen mbH (Saxony Tourism Marketing Association)

<https://www.sachsen-tourismus.de/en/travel-topics/accessible-tourism-in-saxony>

- Compilation of information on accessible accommodation in Saxony / Leipzig

11.2 Checklist

- Does your invitation / advertising material contain information on the accessibility of your event (with pictograms)?
- Does your invitation ask about guests' potential / additional needs and requirements in good time before the start of your event?
- Does your invitation list several different contact / registration options?
- Have you provided your guests with the contact details of someone who can help them with any questions or problems?
- Have you planned your staffing in such a way that somebody is available to collect guests all worked as a personal assistant where needed?
- Have you booked enough interpreters and have they received all materials required for the preparation?
- Do signs clearly lead the way to disabled and gender-neutral toilets at your event venue?
- Do signs clearly lead the way to a quiet room where guests can lie down?
- Have you reserved a nappy changing room and a childcare room and do signs clearly the way to these rooms?
- Are your information material, programmes and presentation slides accessible? Are they also available for guests to download in digital form in the run-up to your event?
- Have you invited speakers who reflect social diversity?
- Have you planned enough time for breaks between the different parts of the event programme?
- Have you provided instructions on how to get to and from the event venue using accessible travel via public transport / car (disabled parking spaces)?
- Is the event room fully accessible and are easy-to-read signs / pictograms used to show guests the way to the room?
- Have you provided information on hiring Eurokey toilet keys and keys for the stair lift / tactile floor plans / Roger MyLink receivers?
- Have you reserved spaces for wheelchair users and guests who want to use interpreting services?
- Are there presentation materials and technology with adjustable heights in the event room?

- Is the stage accessible to speakers with limited mobility?
- Are the stage and the interpreter well lit?
- Are audio induction loop systems and/or additional assistive listening technology available in the event room?
- Is there an accessible information sheet containing instructions on setting up the wireless network connection, the MobileConnect app or the Roger MyLink receiver?
- Are food and drink served during breaks? Are the meals/ingredients listed on easy-to-read signs and can wheelchair users or people of short stature easily reach food and drink?
- Do you have a repair kit and an air pump at hand in order to repair wheelchair tyres on site?
- Is there a first-aid kit at your event venue?

11.3 More detailed information

11.3.1 How to create accessible Word, PDF and PowerPoint documents

In the Following you will find links to further information. However the website content is largely in german. "Empfehlungen für barrierefreies Kommunikationsdesign" German Federation of the Blind and Partially Sighted (DBSV). Recommendations for Accessible Communication Design.

Download at:

<https://www.dbsv.org/broschueren.html#barrierefreiheit>
[last access 27.09.22]

Institute for Applied Computer Science TU Dresden.
Accessible documents I – Guide on Producing Accessible PDF Documents from Word.

Download at:

https://elvis.inf.tu-dresden.de/dokumente/upload/737e1_anleitungword_2013.pdf?menuid=44
[last access 27.09.22]

Institute for Applied Computer Science TU Dresden.
Guide on Producing Accessible PDF Documents from PowerPoint.

Download at:

https://elvis.inf.tu-dresden.de/dokumente/upload/01473_anleitungpowerpoint_2013.pdf?menuid=45
[last access 27.09.22]

Heuwinkel, Roland, Simple for everyone – the offer of Aktion Mensch for accessible internet.
https://www.einfach-fuer-alle.de/artikel/pdf_barrierefrei/
[last access 27.09.22]

Inclusion Europe. European rules on how to make information easy to read and understand.
Download at:
https://easy-to-read.eu/wp-content/uploads/2014/12/DE_Information_for_all.pdf
[last access 27.09.22]

The Paciello Group. Colour Contrast Analyser.
Available:
<https://developer.paciellogroup.com/resources/contrastanalyser/>
[last access 27.09.22]

11.3.2 Diversity-sensitive communication

Coordination Office for the Promotion of Equal Opportunities at Universities in Saxony.
Decidedly Divers – Diversity-Sensitive Communication in Language and Images.
Download at:
https://www.chancengleichheit-in-sachsen.de/files/chancengleichheit/fileadmin/Sensible_Sprache/181010_Koordinierungsstelle_Ausgesprochen_Vielfaeltig_Webansicht.pdf
[last access 27.09.22]

Senate Department for Labour, Integration and Women in Berlin. Guide to Gender-Neutral Language in Administration.
Download at:
<https://www.berlin.de/sen/frauen/oeffentlichkeit/sprache/>
[last access 27.09.22]

Anti-Discrimination Office Saxony. Actively Implementing Accessibility – a Guide Full of Practical Advice.
Order the guide online:
<https://www.adb-sachsen.de/angebote/materialien/barrierefreiheit-aktiv-gestalten>
[last access 27.09.22]

German Federal Ministry of Labour and Social Affairs. Leichte Sprache – a Guide.
Download at:
<http://www.bmas.de/SharedDocs/Downloads/DE/PDF-Publikationen/a752-ratgeber-leichte-sprache.pdf>
[last access 27.09.22]

Confederation Lebenshilfe e. V.
Online Dictionary for Leichte Sprache.
Download at:
https://www.lebenshilfe.de/woerterbuch/?tx_lfdictionary_list%5Boffset%5D=0&cHash=f4fbc8254f25d19f9cc5243755281650
[last access 27.09.22]

Bock, Bettina M. Leichte Sprache – No Rules – Linguistic Results and Practical Recommendations from the LeiSa Project.

Download at:

<https://ul.qucosa.de/api/qucosa%3A31959/attachment/ATT-0/>

[last access 27.09.22]

11.3.3 Accessible construction and DIN 18040

nullbarriere.de

Accessible planning, construction and living – a compilation of helpful information

<https://nullbarriere.de/>

[last access 27.09.22]

11.3.4 Checklist for accessible events

German National Association for Student Affairs – Checklist for the Organisation of Accessible Events.

Download at:

https://www.studentenwerke.de/sites/default/files/Checkliste_barrierefreie_Veranstaltungen.pdf

[last access 27.09.22]

Der Paritätische Hessen. The Barrier-Checker – How to Plan Accessible Events.

Download at:

https://www.paritaet-hessen.org/fileadmin/redaktion/Texte/Aktuelles__Slider_/Final_Barriere-Checker_2_aufgabe.pdf

[last access 27.09.22]

German Centre of Accessibility.

Guide and Checklist for Accessible Events.

Download at:

https://www.k-produktion.de/fileadmin/k-produktion/redakteure/Checkliste_Barrierefreie_Veranstaltungen.pdf

[last access 27.09.22]

Ramp up me – planning accessible events.

Available on:

<https://ramp-up.me/>

[last access 27.09.22]

Ministry of Labour, Social Affairs, Health, Family and Women Rheinland-Pfalz.

Checklist for Accessible Events – A Guide to Good Preparation and Planning.

Download at:

https://msagd.rlp.de/fileadmin/msagd/Publikationen/Soziales/Checkliste_barrierefreie_Veranstaltungen.pdf

[last access 27.09.22]

]

Saxon State Association for Social Culture.

Guide on Planning and Implementing Accessibility in Youth and Cultural Facilities.

Download at:

<https://www.inklusion-kultur.de/wp-content/uploads/2018/03/Handbuch-Barrierefreiheit.pdf>

[last access 27.09.22]

Ak moB – Working Committee With and Without Disability.

Ex.Clusion! Arrange barrier-free event.

Download at:

<http://akmob.kulturrevolution.de/aus.schluss-barrierefrei-veranstalten.pdf>

[last access 27.09.22]

11.4 Pictograms

Pictograms are abstract representations of information on information signs. They enable information to be communicated as quickly and simply as possible in a language-independent manner. A detailed display of the event venue enables people with disabilities to decide for themselves whether barrier-free access is available for them. Pictograms have not yet been standardised throughout Germany and provide only partial information on the wide range of assistance available on site. In the following you will find a small selection of pictograms for accessibility. You can download further pictograms for diversity-sensitiv contexts from the website of EODF Departement.



Building is completely accessible for wheelchair users

The building has wheelchair accessible entrances / accesses, elevators / ramps, easily opening / automatic doors, toilets, sufficient space for wheelchair users to turn, steps up to 3 cm max. in the building.



Evacuation chair available

An evacuation chair is available so that persons with temporarily or permanently restricted mobility can be evacuated safely in case of emergency.



Ramp is partly accessible for wheelchair users / ramp for wheelchair users with assistance

Ramps are partly wheelchair accessible. Wheelchair users might require assistance. The ramp's acclivity is 12% max.



Wheelchair accessible elevator available

One or several wheelchair accessible elevators are available. The door is wider than 90 cm, the cabin's depth is at least 140 cm, the cabin's width 110cm and the control elements inside and outside are located at a height of 70 – 115 cm.



Automatic door with push button



Wheelchair accessible toilet for all genders / toilet for wheelchair users available

One or several unisex toilets for wheelchair users are available. The toilet is steplessly accessible, the door is wider than 90 cm, 150x150 cm space in front of the door, hinged support bars are available on both sides.



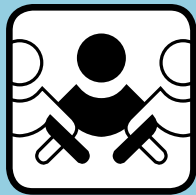
Tactile guidance system available

A tactile guidance system towards and inside the building is available.



Assistance for persons with hearing impairment available

Technological aids can be: audio induction loop systems, radio broadcasting systems, infrared equipments. The assistance may also include interpretation into sign language or text.



Personal assistance for persons with disabilities available

Personal assistance for persons with disabilities available on site.



Event / activity / content is interpreted into German Sign Language

Contributions are interpreted into German Sign Language. German Sign Language interpreters are present.



Event / activity / content is translated into easy-to-understand language

Contributions and work materials are translated into easy-to-understand language.



Event / activity / content with audio descriptions



Subtitles are provided



First aid room for persons with disabilities

A first aid room for persons with disabilities, chronic illnesses, mental illnesses and persons within the autism spectrum is available. The facilities include a stretcher, a sink, a first-aid kit, disinfectant, etc.



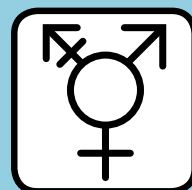
Baby change / nursing room available

A baby change with a changing table, washing facilities and containers for the disposal of diapers are available.



Nursing room

A nursing room with seating is available.



For all genders



Vegetarian menu

Vegetarisch

11.5 Glossary

Ableism

Ableism is a term from the American disability rights movement. It refers to discrimination against people due to non-existent mental and physical capabilities. Based on a norm that does not exist, ableism considers all deviations from this norm to be “defects”. The so-called norm is shaped by society and is characterised by a “perfect physique” and “comprehensive mental” flexibility and performance. The assumption that people with disabilities deviate from this defined norm often causes them to be treated as inferior in order to propagandise the superiority of non-disabled individuals.

Black and Indigenous people of colo(u)r

This is the self-designation used by people who are discriminated against or even subjected to violence due to racist attributions. The term was coined in the American civil rights movement in order to combine forces and take joint action against racism.

The singular form either uses the term “person” or “woman or man of colo(u)r”.

Diversity, diversity-sensitive

This term represents the concept of coexisting with no discrimination. The German General Act on Equal Treatment (AGG) states that discrimination based on racist ascription, origin, gender, religion or belief, disability, age or sexual identity should be eliminated. Within the scope of its Diversity Policy, Leipzig University strives to eliminate all forms of discrimination, for example, bullying, lookism or discrimination based on familial or social status.

A diversity-sensitive society notices where certain societal groups are barely represented or not represented at all and asks what barriers may be responsible for this. A strong representation of societal groups leads to raised awareness and ultimately the elimination of discrimination in society.

Sign language interpreting

Sign languages are visual-manual languages comprised of hand signals, facial expressions and postures. There are approximately 200 different sign languages for deaf people, each of which has its own dialect depending on the region.

In sign language interpreting, the spoken word is normally directly translated by an interpreter standing next to the speaker. This enables immediate and direct communication so that deaf or hearing-impaired people can, for example, directly interact and make comments during presentations.

Gender-sensitive, gender-neutral, gender-equal

The term “gender” is not only used to define grammatical categories but also referred to a social construct of gender that is shaped by culture.

Ascription and expectations are linked to the social gender, which manifest themselves in various areas of society and sometimes lead to inequalities and discrimination. In order to create equal opportunities inequalities based on social gender should be considered.

Gender-neutral language

A gender-sensitive language means taking into account the many forms and possibilities of gender and sexual identity and to express. The capital I as used in "StudentInnen" includes male students ("Studenten") as well as female students ("Studentinnen"). Nonetheless it does not include non-binary students. In order to make non-binary, transgender or intersex persons linguistically visible, it is better to use the asteriks (*) or underscore (_) in language writing. Instead of "StudentInnen" you would use "Student*innen" or "Student_innen".

Inclusion, accessibility

According to the definition of the United Nation Convention on the Rights of Persons with Disabilities, inclusion means full, effective and equal participation in society. In order to achieve this objective, suitable precautions must be taken to effectively break down existing barriers. These suitable precautions include eliminating structural disadvantages and discrimination establishing accessible communication, language, use of universal designs and accessibility.

Accessibility is an idealised term given that the needs of people with disabilities and chronic disease often conflict. Automatically opening doors, for example, provide barrier-free access for wheelchair users but may injure blind people.

Inter*person, intersex person, trans*gender person, trans*person, cis gender

The traditional definition of gender is split between "male" and "female", with a person's sex organs "clearly assigned". When a person is identified as a

man or a woman, they are assigned a specific societal role. This role is linked to expectations and notions that influence the development of their identity.

Gender cannot, however, always be 'clearly' assigned. Some people are born with sex organs that are "ambiguous". These people call themselves inter*people or intersex people.

Transgender is the umbrella term used to refer to people who do not identify with the gender they were assigned at birth. The terms trans*gender person, trans*person, trans*man and trans*woman are also used. The term "transsexuality" is controversial in the trans*community because it can be misunderstood as a mere description of sexual orientation without considering a person's gender identity within this context.

Cis gender, cis person, cis woman and cis man are all terms used to refer to people who identify with the gender assigned to them at birth and mostly accept and correspond to the role connected to this gender and the behaviour resulting from it.

Leichte Sprache (simplified German)

People with learning difficulties, dementia or speaking or reading language can benefit from simplified language. In the case of German, this is known as "Leichte Sprache". Leichte Sprache is a simplified version of the German language that is subject to special rules, for example:

- using short sentences
- explaining loanwords and technical terms
- explaining difficult words (using images to help)
- using the same word for the same things
- using a large and clear font
- using hyphens to connect linked words

In order to independently make decisions and participate in social life, it is important that people are provided with all information in a clear and understandable form. This is why Leichte Sprache is used. It helps persons who for various reasons temporary or permanent have problems with a complex sentences structure and do not understand foreign words. These are especially persons with learning difficulties, functional illiteracy, deafness and hearing impairment or whose first language is not german.

Before publishing texts in Leichte Sprache, get them checked by experts such as the Büro für Leichte Sprache (Office for Leichte Sprache) or the Netzwerk Leichte Sprache (Leichte Sprache (simplified German) Network).

LSBTTIQ*

This frequently used abbreviation stands for people who are lesbian, gay, bisexual, transgender, intersexual and queer. The asterisk indicates people who do not feel that any of the options above apply to them. LSBTTIQ* is the self-designation used by a community of people who share the common attribute of not complying with heteronormativity.

Speech-to-text reporting

For hearing impaired and later deaf persons or those who wear a cochlear implant speech-to-text reporting, for example when there are several conversation partners or poor acoustics, can be a very helpful communication tool.

Also known as captioning, speech-to-text reporting involves converting spoken language into written language either, word for word or as a summary. The speech-to-text reporter writes the text on a laptop and it is then projected onto a screen that is clearly visible to all participants.



11.6 List of abbreviations

AVT-Service	Installation and Connection Technology Service
EODF Departement	Department of Equal Opportunities, Diversity and Family
LU	Leipzig University
URZ CMC	University Computer Centre Center for Media and Communication

Universität Leipzig

(Department of Equal Opportunities,
Diversity and Family)
Nikolaistraße 6 – 10
04109 Leipzig
E-Mail: chancengleichheit@uni-leipzig.de
Website: www.uni-leipzig.de

Publication details

Publisher:
Department of Equal Opportunities,
Diversity and Family
Second edition 2022 (1st edition 2020)

Editing:
Johanna Ludwig, Kiril Brandt

Proofreading:
Lara Ludin, Philipp Klemm, Carolin Demus, Michael Ecker

Typesetting:
Axel Schöpa – KONZEPTION | BERATUNG |
PRODUKTION VON MEDIEN



Diese Maßnahme wird mitfinanziert durch Steuermittel
auf der Grundlage des von den Abgeordneten des
Sächsischen Landtages beschlossenen Haushaltes.

