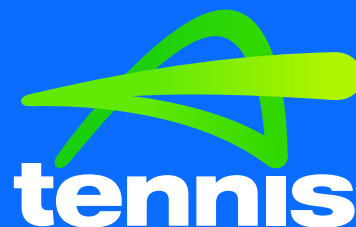


# Event Accessibility *Guide*



# Event Accessibility Checklist

## 1. EVENT INVITE

Within your event invite it's recommended to ask - If you have any accessibility or support requirements please contact the event organiser – *For example, Event Operations Manager jenny.lee@tennis.com.au*

## 2. EPILEPSY & NEURODIVERSITY

If the event may have flashing lights and loud noises include a statement in the invitation. E.g. Note\* This event may have flashing lights and loud noises

## 3. PHYSICAL ACCESSIBILITY

Ensure all aspects of events are physically accessible – stage, seating, pathways/ thoroughfares, bathrooms etc. 870mm – 920mm is the width that most wheelchair users can access

*Note\* At the AO we have started holding aisle seats for people with accessibility requirements which may include people with physical disabilities, older adults, people who are pregnant or people with injury. This could be an accessibility consideration at a major event like Newcombe Medal table seating,*

## 4. BLIND/LOW VISION

If people who are blind and low vision have identified that they are attending – let the MC or speakers know and ask them to describe anything that isn't audible e.g. PowerPoint slide

## 5. PLAIN LANGUAGE

44% of Australian adults have difficulty reading and writing. People with intellectual disability, people who speak English as a second language and people with low literacy. Plain language is speaking in the easiest to understand terms as possible. For example, instead of using the phrase – we believe everyone regardless of their age, gender cultural background and ability is welcome at our events. Rephrase – we are inclusive, and everyone is welcome.

## 6. DEAF/HARD OF HEARING

### Minimum standard

- Captions on videos
- Interpreter organised (Confirmed by people who may require it through event invitation – see 1.)

### Best practice

- Live captioning on screens
- Interpreter organised and visible (Confirmed by people who may require it through event invitation – see 1.)

*Note\* people who are deaf or hard of hearing may not be sitting near each other so use the guide attached (see additional guide on best practice below to supporting people who are deaf or hard of hearing)*

# Live Captions and Auslan

## BOOKING AUSLAN INTERPRETERS

To create bookings for Auslan Interpreters you will need to set up an account with Expression Australia Interpreting.

1. Go to: Book an Interpreter | Expression Australia
2. Click on "Book Online"
3. Create an account
4. Once you have created your account, you can book for Auslan Interpreters – follow the prompts via the online booking system

### Top tips:

- It is recommended that you book 4 to 6 weeks in advance. If this is not possible, you can still submit a booking and reach out to Expression Australia Interpreting on 1800 937 446 for advice and assistance;
- All bookings are 2 hour minimum. Even if your booking is an hour, the minimum 2 hour requirement will be applied;
- A minimum of 2 Auslan Interpreters are needed if the booking is more than 30 minutes;
- If you are unsure or need assistance with your booking, contact Expression Australia Interpreting on 1800 937 446.

## SCREENS

All screens - whether it be large screens on stage or laptops and mobiles - have an "aspect ratio" - this is the height and width of the screen. Old tv's and still some powerpoint presentations have an aspect ratio of 4:3 - so 4 units wide x 3 units high. Most screens today have an aspect ratio of 16:9. Aspect ratio is important when discussing accessibility on-screen because it determines how much "real estate" there is, and what can go where. A more "square" aspect ratio of 4:3 gives you a lot less width to put in an Auslan interpreter, for instance. It's also important to check the widths of all your screens - there is no point designing your Auslan to go on the right hand side of a 16:9 screen if the images are to end up on a portrait mobile phone. So for the purposes of this info, we are assuming all screens are 16:9.

Depending on the event and on the audience, there are different ways to do on screen interpreters and captioning.

## OUTLINE

Signing involves not just broad arm and hand movements, but also many subtle clues and features, particularly involving fingers and lip and face movements and expressions, which must be clearly seen in order to understand the meaning. This is a particular issue with translations delivered in an 'open' format, where the interpreter takes up only a small part of the television screen, making their hands and facial features appear relatively small.

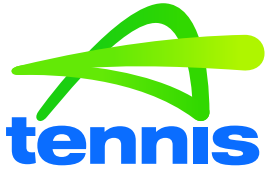
## FRAMING

- Capture the full signing space
- The full signing space around the interpreter should be visible at all times. For most sign languages this extends from well below the waist to above the head and at least an elbow width to the side.
- Ensure that the interpreter is shown large enough to be seen and understood
- The interpreter should appear on the screen at a sufficient size and resolution to enable viewers at normal viewing distances to clearly see and accurately recognise all movements and facial expressions. This requirement is difficult to quantify in terms of an adequate proportion of the picture, because it depends on the size of the viewer's screen, their viewing distance and their visual acuity. The practical recommendation is that the interpreter should be no smaller than one sixth of the picture.

## LIGHTING

- Ideally light the interpreter from the front to minimise shadows. Often a soft light placed just above and to the side of the camera is best.
- Avoid harsh lighting
- Avoid lighting from the top - make sure the interpreter's face can be seen.

*"Best practice" is to have the interpreter next to or near the presenter (think the Covid press conferences) but this is not always possible in a live event setting. The desired end result is to have the interpreter taking up 1/3 of the screen, however again this might not always be possible depending on the event and / or audience. The practical recommendation is that the Interpreter should be no smaller than one sixth of the picture.*



## POSITIONING

- Position the interpreter to avoid obscuring important content
- Avoid obscuring any important activity. The traditional position for the interpreter is at the lower right hand side of the screen. avoid obscuring subtitles or scrolling news tickers, it may be necessary to move the signer up a little from the bottom edge.

## CAPTIONING

There are 2 types of captioning - "hard" and "soft". Hard captioning means when captions are "burnt in" to the screen (or on all the time), soft means that the viewer can turn them on and off. For live streams, for instance, soft captioning is better because a viewer can choose their preference - many people only want to look at one or the other, and don't like both. For concerts and events, though, it may be necessary to have both on screen at the one time.

## CAPTIONING AND SIGNING

When using both, it might be worth setting up a Picture in Picture (PIP) whereby the interpreter is in a PIP window at the bottom right of the screen, and the captioning takes up the remaining bottom of the screen (but NOT over the interpreter). Sometimes the main action is placed in a larger PIP window to ensure the interpreter and captioning do not interfere with the main content (such as slides, etc)

# Legislative and Australian Standards

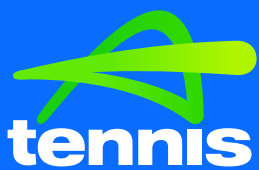
The legislative and technical access requirements underpinning these guidelines are:

## GOVERNMENT LEGISLATION

- Disability Discrimination Act 1992 (Cth) (DDA)
- National Construction Code (2015)(NCC/BCA)
- Disability (Access to Premises – Buildings) Standards 2010
- Disability (Access to Premises – Buildings) Standards Guidelines 2013 Version 2
- Disability (Accessible Public Transport) Standards 2002 Amt 2010 (DSAPT)
- Disability (Accessible Public Transport) Standards Guidelines 2004 No. 3

## DISABILITY DISCRIMINATION ACT 1992 (CTH)(DDA)

Approximately one in five Australians (18.5% or 4.0 million persons) indicated having a disability in the census of 2012. A further 21% had a long-term health condition that did not restrict their everyday activities. Supporting the access requirements of people with disabilities is the Disability Discrimination Act (DDA) enacted by the Federal Parliament in 1993. The Legislation is complaints based, with complaints being administered by the Human Rights and Equal Opportunities Commission (HREOC) and enforced under the Federal Court of Australia.



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