

Top Tips for Running an Inclusive Event

- Prior to an event consider venues for disabled students with access needs and other adaptations required such hearing loops and ask participants to inform organisers of any specific needs. See <https://www.accessable.co.uk/university-of-bristol>
- When inviting participants to an event, always ask in advance about specific access or other needs and dietary requirements.
- Remind participants that BDC staff and club/network leaders do NOT have access to individuals' Support to Study Plans.
- Acknowledge varied access needs: visible and invisible disabilities, pain, fatigue, and stress may be present.
- At the beginning of an event always establish ground rules for creating a safe space.
- State clearly upfront that all participants are welcome to absent themselves if they find things triggering or overwhelming.
- During the event, recognise diverse bodies, minds and ways of processing.
- Invite participants to engage flexibly: move, rest, stim, step away, use chat (when meeting online) or interact in ways that feel accessible.