# DANCING Accessibility Strategy - Easy to Read Version – v9.0 30-11-24



ALL Institute Logo
Assisting Living and LearningMaynooth University Logo
National University of Ireland

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# Changes to this Document

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# What is this Accessibility Strategy for?

|  |  |
| --- | --- |
| Accessibility Icon | Accessibility means making it easy for everyone to take part and understand, including people with disabilities. |

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| --- | --- |
|  | This ‘Accessibility Strategy’ means how we are going to do accessibility in our project. |

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| --- | --- |
|  | We want to make it easy for people with disabilities to understand what we are writing about.  We want to make it easy for people with disabilities to join in with the activities of the project. |

|  |  |
| --- | --- |
|  | All the people working in the project agree to follow the guidelines in this document. |

# What is the Background Behind this Accessibility Strategy?

|  |  |
| --- | --- |
| United Nations Logo | The United Nations Committee on the Rights of Persons with Disabilities (in short, the **CRPD** Committee) is a group of people that check what countries do to make sure the rights of persons with disabilities are respected. |

|  |  |
| --- | --- |
| Accessibility Icon | Accessibility is one of the ways that the CRPD respects the rights of persons with disabilities. |

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| --- | --- |
| European Union Flag | The **European Union** (EU) is a group of 27 countries in Europe.  These countries came together to make things better, easier, and safer for people. |

|  |  |
| --- | --- |
|  | The EU thinks that accessibility is important as people cannot enjoy their rights without it. |

|  |  |
| --- | --- |
|  | The European Disability Strategy is a plan that says what the EU will do for persons with disabilities. |

|  |  |
| --- | --- |
|  | The European Disability Strategy gives advice on accessibility too. |

|  |  |
| --- | --- |
|  | The EU has laws on accessibility which each member state (country in the EU) must make part of their own laws. |

|  |  |
| --- | --- |
| Maynooth University logo.  National University of Ireland Maynooth | We work at Maynooth University.  We are following the rules of Maynooth University too. |

# How to Put the Accessibility Plan into Action

|  |  |
| --- | --- |
| Hilary Hooks photo | Hilary Hooks is the project manager of this project.  She is in charge of putting this accessibility plan into action. |

|  |  |
| --- | --- |
| Checking things off a list | She will check the documents that have already been written. |

|  |  |
| --- | --- |
| Asking questions | Hilary Hooks will get ideas from people and make this document better every six months. |

|  |  |
| --- | --- |
| people at a training course | We will do training courses to learn more about how to include everyone. |

# Accessibility Guidelines

|  |  |
| --- | --- |
| a list of rules | These guidelines are like rules to follow to make sure that everyone can read about and take part in our project. |

|  |  |
| --- | --- |
| Clipart man thinking, with a speech bubble | We will think about how to make the project accessible every step of the way. |

|  |  |
| --- | --- |
| hand reaching out to pay with euro notes | We have put aside money to pay for accessibility for example sign language interpreters. |

|  |  |
| --- | --- |
| A person talking on the phone who uses a wheelchair.  She is in an office setting. | We are talking to people with disabilities and experts in accessibility to make sure we are making good decisions in the project. |

|  |  |
| --- | --- |
| People at a meeting, one is giving a presentation and the other is listening. | These guidelines are for documents, website, meetings and events. |

## 

## Printed Items

|  |  |
| --- | --- |
| printed report | We will print reports and posters for our project. |

|  |  |
| --- | --- |
| Easy to Read Icon | We will have a version that is easy for people with disabilities to read. |

|  |  |
| --- | --- |
| A blind woman using a screen reader | For documents that you can read on the computer, we will have a version that is easy for people who are blind to read. |

|  |  |
| --- | --- |
| Microsoft Logo | To help us we will use the [Word Accessibility Checker](https://support.microsoft.com/en-us/topic/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f). |

|  |  |
| --- | --- |
| a picture to show what alt text is - a random picture with the alt text:  This picture shows 4 people standing in a field and holding a laptop | We will put words with pictures to explain what the pictures are, for people who cannot see them (alt text). |

|  |  |
| --- | --- |
| East font to see and hard to font to see | We will make the words clear and easy for people to read, who cannot see well. |

|  |  |
| --- | --- |
| Image showing text with different heading styles used by MS Word. | We will make the emails easy to follow for people who use a screen- reader. |

|  |  |
| --- | --- |
| Lots of people | These things make the document easier to read for everyone! |

## Presentations

|  |  |
| --- | --- |
| woman making a presentation | We want everyone who is coming to a presentation to be able to understand the slides. |

|  |  |
| --- | --- |
| Microsoft Logo | We will use the [PowerPoint Accessibility Checker](https://support.microsoft.com/en-us/topic/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25) to make sure that everyone can understand the slides. |

|  |  |
| --- | --- |
| a picture to show what alt text is - a random picture with the alt text:  This picture shows 4 people standing in a field and holding a laptop | We will put words with pictures to explain what the pictures are, for people who cannot see them (alt text). |

|  |  |
| --- | --- |
| East font to see and hard to font to see | We will make the words clear and easy for people to read, who cannot see well. |

|  |  |
| --- | --- |
| Image showing different heading styles used by MS Office | We will make the slides easy to follow for people who use a screen- reader. |

## Emails

|  |  |
| --- | --- |
| woman writing an email | We want our emails to be easy to read. |

|  |  |
| --- | --- |
| Microsoft Logo | To help us we will use the [Outlook Accessibility Checker](https://support.microsoft.com/en-us/office/rules-for-the-accessibility-checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1) |

|  |  |
| --- | --- |
| a picture to show what alt text is - a random picture with the alt text:  This picture shows 4 people standing in a field and holding a laptop | We will put words with pictures to explain what the pictures are, for people who cannot see them (alt text). |

|  |  |
| --- | --- |
| East font to see and hard to font to see | We will make the words clear and easy for people to read, who cannot see well. |

|  |  |
| --- | --- |
| Image showing different heading styles used by MS Office | We will make the emails easy to follow for people who use a screen- reader. |

## Project Website

|  |  |
| --- | --- |
| screenshot of DANCING website:  Protecting the Right to Culture of Persons with Disabilities and Enhancing Cultural Diversity through European Union Law: Exploring New Paths | This is our new website. |

|  |  |
| --- | --- |
| Accessibility icon | We thought about accessibility right from the start. |

|  |  |
| --- | --- |
| smiley face | We want everyone to find our website easy to read use. |

|  |  |
| --- | --- |
| Man giving advice | We have asked experts in accessibility for advice. |

|  |  |
| --- | --- |
|  | We want people with disabilities to feel respected in the words that we use on the website. |

|  |  |
| --- | --- |
| East font to see and hard to font to see | We will make the words clear and easy for people to read, who cannot see well. |

|  |  |
| --- | --- |
| Image showing different heading styles used by MS Word | We have made our website easy to use for people who use a screen- reader. |

|  |  |
| --- | --- |
|  | We have made our website simple so that everyone will be able to find the information they want. |

|  |  |
| --- | --- |
|  | We have made different versions of the main pages, including audio, sign language and easy-to-read. |
|  | We have made different versions of the documents linked on the website including easy-to-read and audio. |

|  |  |
| --- | --- |
|  | There is no movement on the website, which is better for some people. |

|  |  |
| --- | --- |
|  | People who use sign language can contact us that way if they want to. |

|  |  |
| --- | --- |
|  | We have used lots of different ways to check that the website is really accessible. |

|  |  |
| --- | --- |
|  | We want people to tell us if there is a way to make the website better. |

|  |  |
| --- | --- |
| New Twitter logo X | We will make our Tweets as accessible as we can, too. |

## Meetings and Events

### Before the Meeting/ Event

We will send an email to the people who would like to come to our event asking:

|  |  |
| --- | --- |
| A hand holding a phone | Their phone number, |

|  |  |
| --- | --- |
| strawberry and nuts - food that some people are allergic to. | If they have any special food they need, |

|  |  |
| --- | --- |
| A presenter with an interpreter | If they need an interpreter or an assistive listening device, |

|  |  |
| --- | --- |
| accessible parking | If they need an accessible parking space or a seat, |

|  |  |
| --- | --- |
| asking questions | If there is anything else we can do to help them take part, |

|  |  |
| --- | --- |
|  | If they like to be called she, he or something else, |

|  |  |
| --- | --- |
| Sign language interpreter with presenter | That if they have to stay the night, their assistant will also stay overnight. |

|  |  |
| --- | --- |
|  | We will send an email to people who have accessibility needs saying: |

|  |  |
| --- | --- |
| flashing images | If there will be camera flashes or flashing pictures that might cause health problems, |

|  |  |
| --- | --- |
| Microsoft logo | What kind of technology will be used and what accessibility tools could help them, |

|  |  |
| --- | --- |
| A sign language interpreter standing on a stage, signing. | What other kinds of help we are giving, for example a sign language interpreter, |

|  |  |
| --- | --- |
| night out at the pub | If there are any parts of the event which they might not be able to take part in – for example, a visit to the pub after the event. |

Some of the ways to help people at the event might be:

|  |  |
| --- | --- |
| A sign language interpreter standing on a stage, signing. | To have a sign language interpreter at the event, who can be seen easily. |

|  |  |
| --- | --- |
| Automatic closed captions | To have ‘automatic captioning’ – where the words appear on the screen as someone is speaking them. |

|  |  |
| --- | --- |
| Take a break | To have a break every half hour for the person with a disability and the sign language interpreter to ask questions. |

|  |  |
| --- | --- |
|  | If there is a speaker who is speaking a different language (not English) –we will provide a translation into English at the same time. |

|  |  |
| --- | --- |
|  | If we show videos, then we will provide simultaneous translations or audio descriptions. |

|  |  |
| --- | --- |
| A person with a wheelchair entering a toilet cubicle marked with a wheelchair symbol. | There is to be access to an accessible toilet. |

|  |  |
| --- | --- |
| open accessible door | There is to be access to an emergency exit. |

|  |  |
| --- | --- |
| access ramp | The place we have the meeting will be easy for people with disabilities to access. |

|  |  |
| --- | --- |
| Accessible parking space | We will think about how people with disabilities can get to and park near our event. |

|  |  |
| --- | --- |
| people at an event, some have a wheelchair.  There is plenty of space for them | We will give people extra space if they need it. enough room. |

|  |  |
| --- | --- |
| A clipart image of a microphone on a stage | We will check that the microphones and lifts are working. |

### During the Meeting

Here are the guidelines for making sure that everyone can understand the presentations well.

|  |  |
| --- | --- |
| Giving a presentation | We will speak clearly.  We will face forwards.  We will use language that is easy to understand. |

|  |  |
| --- | --- |
| A name badge saying 'hello my name is' followed by a blank. | If we want to talk to someone while presenting, we will say their name so that everyone knows we are talking to that person. |

|  |  |
| --- | --- |
|  | When we finish speaking, we will be clear that we have finished. |

|  |  |
| --- | --- |
| Sign language interpreter with presenter | We will talk directly to the person at the event, not to their interpreter. |

|  |  |
| --- | --- |
| One person talking to another while looking at a tablet | We will check that the person with a disability at the event has what they need to take part. |

### After the meeting

|  |  |
| --- | --- |
| Talking to people | We will ask people after the event how it was for them and see if we can do anything better next time. |

|  |  |
| --- | --- |
| Making things better | We will make these changes for the next time if we can. |

# Contact

[Click here for project website.](https://ercdancing.maynoothuniversity.ie/)  
[Click here to contact the project team.](mailto:hilary.hooks@mu.ie)

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