



British Philosophical Association



Guidelines for Accessible Public Lectures

A guide by the British Philosophical Association and the Society for Women in Philosophy UK

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Public lectures (and similar events) are less complex than conferences and workshops, so this guidance is mostly a much shorter version of the [BPA/SWIP Guidelines for Accessible Conferences](#) available on the BPA website.

1. Before inviting your speaker(s) and advertising the event.

When inviting speakers, check whether there is anything you need to do to accommodate any disabilities they might have.

Ensure that the venue:

- is wheelchair accessible.
- has disabled parking nearby.
- has a hearing loop installed.

2. Advertising the event.

Include in the publicity the following information:

- Affirm that the venue is wheelchair accessible; give as much information as possible.
- Affirm that the venue has disabled toilet facilities nearby (if possible, say where).
- Give the location of disabled parking, and if necessary, information about how to use it (e.g. how to acquire a permit).
- Affirm that a hearing loop will be used. (Ensure that you know how to use it, and ensure that the speaker does use it.)
- Whether service animals will/will not be accommodated.
- If there will be a reception, state whether seating will be available.

3. Instructions for your speaker(s)

Ask the speaker to make their presentation as accessible as possible. See §2.3 of the [BPA/SWIP Guidelines for Accessible Conferences](#) for suggested wording, which you can of course modify.

4. Consider podcasting the event

Also consider getting a professional service to add subtitles later, if you are going to keep the podcast on your website, Youtube, etc.

Authorship

This document was devised following the SWIP/BPA planning session at the 'The Profession We Want' SWIP Conference in Manchester, May 2017.

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Feedback:

Please send any comments or suggestions on this guide to admin@bpa.ac.uk