

# Inclusive design in communication: Improving the accessibility of Equality Bodies' outputs

17 and 19 January 2023, 10.00-12.30 CET, via Zoom

## Draft Agenda

### Day 1 – 17 January 2023

**10:00 – 10:10**      **Welcome**

Housekeeping and introduction of trainers

**10:10 – 11.40**      **How to make digital materials accessible**

What practical actions can participants take to ensure that their digital materials are accessible to all?

We will look at definitions of accessibility, how to make Word & PDF documents accessible, how to write Alt text and understand the Accessibility Checker.

- *Roberta Lulli & Loredana Dicsi, European Disability Forum*

**Q&A**

**10:50 – 11:00**      **Coffee break**

**11:40 – 12.20**      **Examples from Equality Bodies**

Participants from Equality Bodies are invited to share examples of their work, including any particular challenges/solutions, tips or tricks that they wish to share with colleagues.

**12:20 – 12:30**      **Closing**

You will be introduced to a short exercise that we'd like you to work on before the next training session, to test & put into practice your newly acquired learning.



## Day 2 – 19 January 2023

### **10:00 – 10:15**      **Welcome**

Feedback & questions from homework exercise.

### **10:15 – 10:55**      **How to create easy-to-read materials**

What is easy-to-read? What should we keep in mind when we make materials easy-to-read? This session will give us a better understanding of why easy-to-read is important for Equality Bodies and what guidelines we should keep in mind to create easy-to-read documents.

- *Soufiane El Amrani, Inclusion Europe*

### **Q&A**

### **10:55 – 11:05**      **Coffee break**

### **11:05 – 11:35**      **Examples from Equality Bodies**

Experts from the Commission for the Rights of Persons with Disabilities in Malta (CRPD) will share with participants how they create easy-to-read materials, with practical tips and examples. The floor will also be open to other members to share their experience.

- *Christine Mifsud, Lorraine Pleven and Isabel Bonello, Commission for the Rights of Persons with Disabilities*

### **11:35 – 12:10**      **Group exercise**

Participants will divide into break-out rooms where they will put into practice what they learned on easy-to-read.

### **12:10 – 12:25**      **Feedback**

Each group will present their work to get feedback from others, as well as look for answers to any questions that came up during the group exercise.

### **12:25 – 12:30**      **Closing**

Short summary & close

