

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

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

CONCEPT NOTE

Equality Bodies are public organisations who assist victims of discrimination, monitor and report on discrimination issues, and contribute to an awareness of rights and a societal valuing of equality. In order to effectively carry out these duties, they need to provide information that is available to as many people as possible. For this reason, Equality Bodies' outputs should be designed with an inclusive approach, be accessible and easy to read so that everyone can access and easily process information.

In order to support Equality Bodies in making their outputs and their activities accessible and inclusive, Equinet will hold an online training over two days, with the collaboration of the [European Disability Forum](#), [Inclusion Europe](#), and the [Commission for the Rights of Persons with Disabilities in Malta](#) .

OBJECTIVES

This training will focus on helping Equality Bodies understand:

- how to make their digital materials accessible, for instance by adding Alt text and by carrying out accessibility checks;
- how to create easy-to-read materials.

PARTICIPANTS

This training is particularly addressed to members of Equinet's Communication Working Group, but is open to other colleagues who work on producing accessible materials, as well as to members of the ENNHRI Communications Working Group.

METHODS

The training will take place online in two sessions. The first session will focus on making Equality Bodies' outputs accessible. It will be led by experts from the European Disability Forum.



The second session will focus on training participants to create easy-to-read materials, led by Inclusion Europe. Colleagues from the Commission for the Rights of Persons with Disabilities in Malta will share their experience in making their materials easy to ready.

During both sessions, participants from Equality Bodies will be called to share examples encountered in their work.

The training will also include two practical exercises for participants to put their newly acquired knowledge into practice. At the end of the first day, participants will be given a short exercise to work on and discuss at the beginning of the second day. During the second session, participants will work on a practical easy-to-read exercise in smaller groups.



Agenda

Day 1 – 17 January 2023

10:00 – 10:10 **Welcome**

Arrival of participants and introduction of trainers.

10:10 – 10:50 **How to make digital materials accessible (1)**

What practical actions can participants take to ensure that their digital materials are accessible to all? Here we will look at definitions of accessibility, how to make Word documents accessible, how to write Alt text, as well as practical demonstrations.

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

Q&A

10:50 – 11:00 **Coffee break**

11:00 – 11:40 **How to make digital materials accessible (2)**

The training continues with notions on Accessibility Checker and accessibility for PDF documents.

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

Q&A

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

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

