

## **Yearly Meeting: Accessibility statement**

We want to make Yearly Meeting (YM) an accessible and inclusive event. You can help us by letting us know your needs. These are some of the things we are doing to support wider access to YMs:

- Where you have informed us of an access need in advance, we will notify the facilitators of events you are attending so that they are aware.
- For events organised by Britain Yearly Meeting, we will work with you in advance to see how best we accommodate your needs.
- We will also have an identified accessibility host in meetings we organise who can be contacted via the chat function, or, where chat is not accessible to you, by emailing the Yearly Meeting Help Desk.

### **For those with visual impairment**

Facilitators have been asked to ensure they describe any visual elements orally, for those who cannot see these.

Documents will be made available in a range of formats (e.g. word, large print, 'accessible' PDF).

We have tried to ensure good colour contrast on our website, the YM Planner and in our documents.

### **Support for screen reader users**

Unfortunately, we have not been able to make the online Yearly Meeting Planner accessible to screen readers. If you use a screen reader, we will provide details in an alternative format and assist you with your booking. There is space on the registration form to inform us that you use a screen reader. We will get in touch with you if you let us know this is the case.

All screen reader users will be sent a programme in a screen reader accessible format and can book for events over the phone, or if you provide a list of your chosen events by email. We will then send out a list of events and details of how to access them.

In Yearly Meeting sessions and preparatory sessions, we will limit chat to communication with the hosts only. Where we know a screen reader user is attending an event, we will notify the host of this so that they can consider doing likewise.

### **For those with hearing impairment**

See also speech to text transcription (captions). Where possible we will get scheduled speakers to use a headset with a built-in microphone to reduce background noise and improve sound quality. We will ask people to stay muted unless they are speaking and remind people to speak clearly, without rushing so that you have time to take in what they say and so to assist the captioner.

## **Speech to text transcription (captions)**

Many meetings will be held on zoom. Captions will be available at every Yearly Meeting session, and we ask those running other events to do the same. This can be viewed via the closed caption button in zoom or via a standalone link called StreamText.

All Yearly Meeting Sessions, the preparatory sessions, and the regular lectures (Swarthmore, Salter) will be captioned by professional captioners.

You may prefer captions in Zoom because the text is in the same window as the meeting; however, it has a delay and is always at the bottom of the screen. StreamText is independent of Zoom, visually customisable (e.g., size and colour of text) and there is less delay. You will be able to switch between these options if you choose.

We will make a link to StreamText available in all sessions where this is provided, and in the event description in the YM Planner.

For any other events organised by Britain Yearly Meeting, we will do the following:

If you tell us you use captions (you can do this at registration or send us an email), we will provide professional captions for Yearly Meeting events you prebook. For anything else, the Zoom auto-captions will be made available.

For events not organised by Britain Yearly Meeting (Special Interest Meetings), we have asked all organisers to make auto-captions available as a minimum.

## **Document formats**

All documents will be made available as home printable PDFs on the Yearly Meeting website. We do not have the capacity to print documents for everyone. If you need documents in an alternative format, including printed documents (for access reasons) we will provide this for you. You will be able to let us know your needs at the time of booking.

## **Times and breaks during sessions**

We recognise that spending long periods of time in online meetings can be challenging. We have therefore structured the programme to allow for breaks between sessions.

No event organised by Britain Yearly Meeting will last longer than 70 minutes without a break.

The start and end time of all events and sessions is stated in the YM Planner. We will stick to the times stated.

## **Use of your camera**

Zoom allows us to see each other, replicating the experience of sitting together. However, we recognise that sometimes keeping one's camera permanently on can be a challenge. We ask that you ensure your full name and Quaker worshipping group is noted in your screen name. There is also the option to join Yearly Meeting Sessions through the livestream in the 'overflow room', or by following the

StreamText feed (see speech to text transcription). This will eliminate any use of your camera and microphone, though you will not be able to give vocal ministry.

### **Taking care of yourself:**

We encourage everyone to only participate in as much of YM as they can comfortably manage. You are not required to attend all Yearly Meeting sessions.

### **Help with the technology (e.g., using Zoom, the YM Planner)**

We are aware that some people are less experienced at using online services and may find this challenging. We hope that for many people, there will be people local to you (e.g., in your Meeting) who will be able to help you. However, we recognise that some people will need additional support. We will provide technical support via the Yearly Meeting Help Desk, both in advance of YM and during YM.

### **Setting up your computer/device**

AbilityNet gives instructions on setting up your technology to suit your needs

<https://mcmw.abilitynet.org.uk/>

### **Accessibility at Fringe events**

We want all parts of Yearly Meeting to be widely accessible. We have therefore given advice to all those running an event so that they are aware of things they need to do to improve the accessibility of their event.

### **In person attendance at Yearly Meeting**

All rooms in Friends House that are in use during Yearly Meeting have step free access and a hearing loop will be available, together with speech to text transcription (captions).

For those who need to move around more easily, or to lie down, the overflow room will stream all Yearly Meeting sessions and provide space for you to do this.

There is a Quiet Room available at all times which also has a camp bed to lie down on.

Pastoral Care will be on duty each day to provide support for needs that might arise.

The Community Hub will provide a space to take time out of Yearly Meeting sessions where you can relax by yourself or socialise with others.