



International
Paralympic
Committee

IPC Accessibility Guide
Event Accessibility Checklist

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International Paralympic Committee

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Presentation

The Event Accessibility Checklist is a general reference tool for the key accessibility elements to incorporate in an event. The purpose of this checklist is to provide relevant information for the planning of events that are local, national or international in scale (it is not Games-specific). For Olympic and Paralympic Games specifics consult the Games Requirements section. Further detail on the accessibility criteria referenced below can be found in the Technical Specifications chapter and Key Measurement Reference Table of the IPC Accessibility Guide.

Accommodation

- Accessible rooms available in hotels / lodging fulfilling the accessible criteria detailed in this manual (Technical Specifications – Hotels and Other Accommodation)
- Services and entertainment areas of the hotels must be accessible to all users.

Airport Operations

- Flow through the airport allows unobstructed, independent access for all.
- Airlines are prepared (through shuttles, aisle chairs, luggage assistance) for an increase in the demand for accessible operations.
- Accessible transportation options available for event participants to and from the airport.

Catering

- Pathways, aisles and queuing areas meet accessible pathway requirements.
- Allocation of products (beverages, desserts, etc) in a vertical (rather than horizontal) configuration.
- Serving counters and cafeteria style services incorporate lowered counter surface (850mm) with knee clearance (750mm).
- Serving trays are provided.
- Condiment counters are accessible (see Furniture, Counters and Service Areas section) with a maximum reach requirement of 600mm from front edge and clear space for food preparation.
- Seating area: accessible seating options including tables that allow for knee clearance (850mm height, 750mm knee clearance), chairs provide kick space of one third of seat depth, mix of chairs with and without arms available.
- Where high top / bar tables are being used, lowered section for wheelchair users is available.



Medical Services

- Medical areas comply with accessibility provisions.
- Where competition includes specialized equipment (such as sport chairs) provide access to specialized repair services.

Signage and wayfinding

- Graphic elements comply with accessibility standards (colour contrast, size of letters, position of signs).
- Wayfinding signage complies with accessibility standards (use of international symbols, use of Braille and raised lettering, glare free, high contrast, Arabic numerals and sans serif lettering).
- Wayfinding signage to highlight accessibility pathways and services.

Transportation

- Where transportation services are being provided to event participants:
- Ensure buses can meet the accessible seating capacity required, through low floor accessible buses (preferable), or those equipped with a wheelchair platform lift;
- Define capacity and timetable for efficient service.
- A pool of accessible taxis and passenger vehicles / vans are available for hiring.
- Accessible parking spaces that meet the accessibility criteria (space size, signage, location, pathways, height of underground parking lots).
- Transportation load zones meet accessibility criteria (size, availability of kerb ramp).
- Accessible connecting pathways available from transportation load zones to the venues.

Venues

- All main footpaths and circulation areas are accessible (1,800mm width, with stairways, elevators and ramps following the accessibility criteria)
- Doors are at a minimum 850mm.

Seating requirements:

- Wheelchair accessible seating provided at a minimum 0.50% (0.75% for Olympics, 1% for Paralympics) of the venue's gross capacity
- Companion seats provided next to the accessible seating positions (with same ratio)



- Enhanced amenity seating (greater width for people with guide dogs, crutches or walking frames) to be provided, at min. 1% of gross capacity.
- All wheelchair accessible seating must provide comparable sightlines and be available in a range of locations and ticket price categories.
- Accessible unisex washrooms available that meet the accessibility criteria.
- All service counters, merchandising and food and beverage services meet the accessibility criteria.
- Change-rooms meet the accessibility criteria for showers and change spaces.

Emergency provisions:

- Evacuation plans that have an immediate pathway for wheelchair users to a secure assembly area;
- Visual emergency signals located in public areas.

VIP Service

- VIP lounges meet accessibility criteria for service counter height and seating options (where high top tables are used, lower seating options for wheelchair users must be made available).
- Accessible seating provided for VIPs as required, provided in the same location as all other VIP seating.
- Information materials available in alternative formats (large print, Braille, etc).

Volunteers/Workforce

- Recruitment that encourages applications from persons with a disability.
- Policies that enable easier access to work for persons with higher support needs
- Ensure all volunteer/staff areas meet accessibility criteria:
 - Check in areas: accessible counter heights, seating
 - Break/Meeting Areas: accessible counter heights, seating, food services
 - Staff toilets: including accessible unisex washroom
- Disability/Accessibility awareness training for all staff and volunteers.