

**ACCESSIBILITY IS NOT ONLY ABOUT ACCOMMODATING SPECIFIC NEEDS. IT HELPS CREATE AN INCLUSIVE ENVIRONMENT WHERE ALL PARTICIPANTS CAN ENGAGE COMFORTABLY, NAVIGATE WITH CONFIDENCE AND FOCUS ON THE EVENT ITSELF RATHER THAN PRACTICAL BARRIERS.**

[www.aalborgcvb.dk](http://www.aalborgcvb.dk)

### PHYSICAL ACCESS

- ✓ Registered at [Accessdenmark.com](http://Accessdenmark.com)
- ✓ Short (walking) distances between hotel, transport and venue
- ✓ Accessible public transport options, such as the Plus Bus
- ✓ Large accessible taxis or “Flextur” where needed
- ✓ Step-free access to meeting facilities, lifts and accessible toilets
- ✓ Accessible parking and convenient drop-off areas

### COMMUNICATION AND PARTICIPATION

- ✓ User-friendly websites and registration forms in relevant languages
- ✓ The ability for participants to indicate accessibility requirements during registration
- ✓ Clear signage and easy wayfinding on site
- ✓ Microphones, hearing loops or other assistive listening systems
- ✓ Live captioning or other support services where relevant
- ✓ Good lighting and clear screen presentations

### WELLBEING AND INDIVIDUAL NEEDS

- ✓ Quiet rooms or low-stimulation spaces
- ✓ Accommodation of allergies and dietary requirements
- ✓ Flexibility for sensory or cognitive needs
- ✓ Support for hidden disabilities, including the Sunflower Lanyard
- ✓ Consideration for participants living with anxiety, chronic pain, fatigue or similar conditions
- ✓ Staff briefed on accessibility requirements before the event begins

**USE THIS CHECKLIST WHEN SELECTING A CONFERENCE VENUE OR HOTEL TO HELP ENSURE AN INCLUSIVE AND WELCOMING EXPERIENCE.**