

Access for All Design Guide to Fellowship Events

The RSA works with Fellows to develop a wide range of free events. We aim to ensure that these events are accessible to all and led according to our [Code of Conduct when representing the RSA](#) and [RSA Fellows' Charter](#).

We use the following principles to help plan Fellowship events:

- **Inclusive design:** ensuring that in our planning we build inclusivity in as much as we can. For example, choosing venues with level-entry access, induction loop systems, accessible toilets, seating, designated parking and good public transport links. We use Eventbrite for booking and make sure additional phone and email support is available. The vast majority of our events are free.
- **Least restrictive access:** We recognise that we cannot provide full accessibility to everyone – each person's needs are different and some needs may conflict, such as desired levels of lighting in a meeting space. Where we have to make choices, we will make those that restrict fewest people
- **Reasonable adjustments:** we will consider providing additional access based on specific requests from those attending through direct conversations with them. For example, providing BSL or Lipspeaking/SSE interpretation, audio description and captions of presentations and video content, live speech to text, print material in alternative formats (including large print, audio, braille and easy read), a quiet space, refreshments that meet specific dietary needs.

On occasion, Fellows may wish to host an event or activity in a location which could restrict access. Examples might include:

- a countryside walk
- a visit to an historic building with access limitations

In these circumstances we will consider what reasonable adjustments can be made to maximise the opportunity for participation.

We regularly review the requests and feedback we receive, and continually update and improve our provision in response. Please get in touch with any questions or comments: fellowship@rsa.org.uk / 0207 451 6969.