

## Making Communications Accessible – Resource List

**Guidelines for Accessible Meetings and Events** is a detailed resource from Manchester Disabled People's Network. With a Manchester focus, it is a practical tool to help individuals and organisations make their meetings and events accessible to disabled people and overcome disabling barriers. Appendix 8 has a detailed list of organisations producing alternative formats and providing interpreters and communication support around Greater Manchester. The full document can be downloaded from: [www.mdpag.org.uk/pubs.htm#guidelines](http://www.mdpag.org.uk/pubs.htm#guidelines)

For more information about the Guidelines or for alternative formats, contact the Manchester Disabled People's Access Group (MDPAG),  
Phone: **0161 273 5033** (voice and text),  
Email: [admin@mdpag.org.uk](mailto:admin@mdpag.org.uk)

Also see their website for many other useful links and publications on making information and events accessible to disabled people: [www.mdpag.org.uk](http://www.mdpag.org.uk)

**You can also ask us for our brief factsheet for employers on producing accessible information.**

**How to Use Easy Words and Pictures.** More guidance from the former DRC. This can now be found on the Equality and Human Rights Commission website at: [http://www.equalityhumanrights.com/uploaded\\_files/how\\_to\\_use\\_easy\\_words\\_and\\_pictures.pdf](http://www.equalityhumanrights.com/uploaded_files/how_to_use_easy_words_and_pictures.pdf) (requires Acrobat Reader to open)

**How to Write in Plain English** is a guide from the Plain English Campaign and a good starting point for making information content accessible to all. Scroll down to General Guides to access it: <http://www.plainenglish.co.uk/free-guides.html>  
Or read the winning entries to the Golden Bull awards and Gobbledygook of the week for examples of what not to do!

The Plain English Campaign can be contacted by:  
Tel: **01663 744 409** Fax: 01663 747 038 Email: [info@plainenglish.co.uk](mailto:info@plainenglish.co.uk)  
Web: [www.plainenglish.co.uk](http://www.plainenglish.co.uk)  
PO Box 3, New Mills, High Peak SK22 4QP

**Improving Information for Disabled People (a report)**, and a guide 'Five principles for producing better information for disabled people' are now available from the Office for Disability Issues. More info and downloads are on their website at:  
[www.officefordisability.gov.uk/working/improvinginformation.asp](http://www.officefordisability.gov.uk/working/improvinginformation.asp)

**The Informability Manual** (Wendy Gregory & Barbara Baron 1996) is a useful - although slightly dated - guide to producing accessible information for a variety of audiences and impairment groups. We have a reference copy in our office.

**Manchester People First's Accessible Information Leaflet** gives details of their service, 'Just Info', which helps organisations make information, including publicity, easier to understand. Manchester People First is a self advocacy group of learning disabled people:

[www.manpf.org/Resources/new%20Just%20Info%20Booklet%20web.pdf](http://www.manpf.org/Resources/new%20Just%20Info%20Booklet%20web.pdf)

Manchester People First can currently be contacted at:

3 Broughton Street, Cheetham Hill, Manchester M8 8RF

Tel/Fax: 0161 839 3700 Email: [mcrpeoplefirst@gmail.com](mailto:mcrpeoplefirst@gmail.com)

Web: [www.manpf.org](http://www.manpf.org)

**Publicly Available Specification (PAS) 78** is good practice guidance on commissioning accessible websites. It was developed by the British Standards Institution (BSI) and sponsored by the DRC. PAS 78 includes info on how disabled people use websites, accessibility policies, testing, auditing, contracting, upholding and managing existing WC3 specifications, and involving disabled people in website development.

This is available from the following link on the Equality and Human Rights Commission's website:

<http://www.equalityhumanrights.com/footer/accessibility-statement/general-web-accessibility-guidance/>

BSI have been looking at a new standard to focus on web accessibility and on how websites work with other technology such as mobiles. See their website below for more information:

<http://www.bsigroup.com/en/Standards-and-Publications/How-we-can-help-you/Consumers/Accessibilty-day/BS-8878-form/Thank-you/>

**RNIB Clear Print Guidelines** gives advice on designing printed information that is accessible to people with visual impairments:

[www.rnib.org.uk/professionals/accessibleinformation/Pages/accessible\\_information.aspx](http://www.rnib.org.uk/professionals/accessibleinformation/Pages/accessible_information.aspx)

A *See it Right* book and CD-Rom are also available. This costs £30 (charities can purchase it at the cost price of £22.50). It is available in print, braille and audio CD – each format coming with the CD-Rom.

To place an order call 0845 702 3153, or email [cservices@rnib.org.uk](mailto:cservices@rnib.org.uk).

**Revealweb** is part of the RNIB's library catalogue and gives information on how to get hold of a range of resources in Braille, moon, audio and digital talking books and large print: <http://librarycatalogue.rnib.org.uk/>

**Web Accessibility Initiative** website includes guidelines and resources on making websites accessible to disabled people: [www.w3.org/WAI/](http://www.w3.org/WAI/)

**This booklet was produced by the Independent Employment Advocacy Centre at Breakthrough UK Ltd.**

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Please tell us about any access requirements when you get in touch.