



Access Statement for Unlimited: The Symposium Version 2

To receive this in an alternative format please contact
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Introduction

Unlimited look forward to welcoming you to **Unlimited: The Symposium** which will be held at the Unicorn Theatre, London and online on 4 and 5 September 2018.

All of the work of the [Unlimited programme](#), run in partnership by [Shape Arts](#) and [Artsadmin](#), is informed by the Social Model of Disability.

From a Social Model approach, a person isn't 'disabled' because of their impairment, health condition, or the ways in which they may differ from what is commonly considered the medical 'norm'; rather it is the physical and attitudinal barriers in society – prejudice, lack of access adjustments and systematic exclusion – that disable people. To say that someone is 'just different' or 'differently-abled' ignores the fact that they face these disabling barriers created by society, and implies that they do not experience discrimination, and that society does not need to change to become more accessible and inclusive. Please see our introduction to the social model animation: [Removing Barriers](#).

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Through this model, we recognise that it is our responsibility, as event organisers, to make this event as accessible as possible. However, we also accept that it is impossible to make any environment fully accessible to all - some individual access needs directly contradict each other and also we are working within a set of restrictions - capacity, budget, existing buildings and existing transport infrastructure.

We want to share our decision making process - so that it can be a tool for others. And to raise the level of discussion about access to such events.

These are the principles that we are using:

- **Inclusive design** - ensuring that in our planning we build inclusivity in as much as we can
- **Least restrictive access** - 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

We published our initial statement of our intentions in March 2018, 6 months before the symposium event (**Access Statement for Unlimited: The Symposium, Version 1**).

We publish our updated statement in May 2018, 4 months before the symposium event (**Access Statement for Unlimited: The Symposium, Version 2**).

In July 2018 we will continue to update the document further based on the decisions we have made in consultation with those attending, keeping past versions online for reference as a learning resource (**Access Statement for Unlimited: The Symposium, Version 3**).

Representation

Unlimited is a disability-led programme. Our staff team consists of a minimum of 50% disabled people. Our selection panels are all a minimum of 50% disabled people. We run two paid traineeships each year (12 month placements) and 1 - 2 international producer placements (lengths vary), both opportunities are only available for disabled people.

For **Unlimited: The Symposium**, we make a commitment to ensure a minimum of 50% representation of disabled people across all speakers and artists, and within all additional contract staff.

In this document, there are the following sections:

- 1. Tickets**
- 2. Getting to the event**
- 3. Venue access**
- 4. Access to the symposium**
- 5. Online access**
- 6. Evaluation and feedback**
- 7. Further information**

1. Tickets

People will be able to book a place for Unlimited: The Symposium:

- Via Eventbrite - <https://unlimitedthesymposium.eventbrite.co.uk>

In addition, the British Council has an allocation of tickets for international delegates attached to their programmes around the world.

Eventbrite has been selected as it has reasonable access, is responsive across different platforms and is cost effective. Phone and/or email support is provided by Unlimited as we recognise online booking can present barriers to some disabled people.

If you experience any access issues in booking or have any questions, please contact symposium@weareunlimited.org.uk or phone 020 7424 7330 and we will work with you to resolve them.

Pricing

Ticket prices are on a sliding scale with 'early bird' prices for people booking before 31 May 2018 to consider economic access. The four bands use Arts Council England (ACE) definitions and are:

- freelance individual artists and producers
- those working for small organisations with a turnover of under £250k per annum
- those working for medium organisations with a turnover of under £750k per annum
- those working for large organisations with a turnover of over £750k per annum, and statutory bodies. In response to feedback we have lowered the price of tickets for large organisations.

In addition:

- A number of no-cost tickets have been set aside for people delivering access through the event and also for individual support workers attending with delegates.
- A small number of 'paired places' have been created to enable people from large organisations to bring a disabled artist, producer or activist of their choosing to the event along with their representative. We are working with ACE to best target these tickets.
- A small number of bursary places will be offered to people from under represented groups after May 2018 if the data on booked attendees at that point indicates under representation.

Refunds

The standard refund policy is a full refund available if cancelled 30 days before the event. Refunds for people unable to attend after that time will be considered on a case by case basis.

2. Getting to the event

Many venues were considered for the event. You can read about our search here - <http://weareunlimited.org.uk/our-symposium-venue/>

We chose to partner with the **Unicorn Theatre**, 147 Tooley St, London SE1 2HZ
<https://www.unicorntheatre.com>

Public Transport:

Tube

- The nearest tube station is **London Bridge** which provides Step Free Access from the tube trains to street level.
- London Bridge is on the Northern Line (Bank branch) and the Jubilee Line, both of which include multiple stations which provide Step Free Access.
- Further information can be found at: <https://tfl.gov.uk/transport-accessibility/wheelchair-access-and-avoiding-stairs>
- The theatre is about 600 metres from the station, a 5 to 10 minute walk. The journey from the station is step-free.

Train

- The nearest train station is **London Bridge** which provides Step Free Access from trains to street level.
- Further information can be found at:
http://www.nationalrail.co.uk/stations_destinations/LBG.aspx
- The theatre is about 600 metres from the station, a 5 to 10 minute walk. The journey from the station is step-free.

Bus

- Buses 47, 343, 381 and RVI stop on Tooley Street – the closest stops are called '**City Hall**' or '**Tooley Street/City Hall**',
- Transport for London describes every London bus route as wheelchair accessible, with automatic ramps and designated wheelchair spaces on all buses.
- The theatre is about 400 metres from the stops, a 3 to 6 minute walk. The journey from the stop is step-free.

To plan a journey using public transport in London - <https://tfl.gov.uk/plan-a-journey/>

Drop off:

If you are arriving by car, you can be dropped off on Tooley Street next to the theatre.

Taxis:

Every licensed London taxi ('black cab') is built to be wheelchair accessible and features a number of accessibility aids. However, many disabled people still report issues with getting cabs to stop for them and meeting their access needs.

http://www.the-london-taxi.com/london_taxi_accessibility

Riders who use motorized wheelchairs or scooters can book wheelchair-accessible vehicles (WAV) through Uber if they are pre-registered. uberWAV driver-partners are certified by a third party in safely driving and assisting disabled people.

<https://www.uber.com/en-GB/ride/uberwav/>

For information about size of wheelchairs that can be transported, wait times and more, please read here and email contact supplied for further information.

<http://www.transportforall.org.uk/about/news/uberwav-new-wheelchair-accessible-vehicles-hit-the-road>

Bicycle

Bike racks are available directly behind the Unicorn theatre.



Bike racks are also available on the south side of City Hall, by Potters Fields Park.

The nearest Santander Cycle Hire docking station is on Tooley Street, at the back of Potters Fields Park. Find out more information at Transport for London's [Santander Cycles website](#).

Parking:

There is no parking at the theatre. Nearby parking options are:

The **Q Park Tower Bridge car park** is at 46-50 Gainsford Street, SE1 2NE, about an 8-12 minute walk away. The journey from the car park is step-free.

There are nine spaces for disabled badge holders at this car park. Some of the spaces can be pre booked. The maximum height for vehicles able to use this car park is 1.95m.

<https://www.q-park.co.uk/en-gb/cities/london/tower-bridge/>

The **London Bridge NCP car park** is at the junction of Snowfields and Kipling Street, SE1 3RU, about a 10-15 minute walk away. The journey from the car park is step-free.

There are twelve spaces for disabled badge holders at this car park. Some of the spaces can be pre booked. The maximum height for vehicles able to use this car park is 1.95m.

<https://www.ncp.co.uk/find-a-car-park/car-parks/london-london-bridge/>

The **Hayward Gallery car park**, located between the Southbank Centre and BFI Southbank, SE1 9PP, is about a 30-40 minute walk away. The journey from the car park is step-free. The car park is open 7:00am-1:00am daily. The maximum height for vehicles able to use this car park is 2m.

<https://citycentre.apcoa.co.uk/carpark/london/south-bank/141/>

There are also limited **parking bays** along Tooley Street that allow parking for Blue Badge disabled badge holders. These can be located using sites such as:

<https://www.southwark.gov.uk/parking/disabled-parking/disabled-parking-bay-map>

<https://bluebadgeparking.com>

<http://www.parkingforbluebadges.com/>

There are a number of local **pre-bookable private car parking spaces**, including those with potential for vehicles over 2m high, available through private arrangement within a 5-10 minute travel time of the venue:

<https://www.parkonmydrive.com/> (info including photos available online, live chat also available 24/7; to phone to discuss access provisions at specific locations, 020 8629 1057)

<https://www.justpark.com> (info including photos available online)

www.yourparkingspace.co.uk (info including photos available online)

If none of these prove suitable, please talk to our team directly.

Onward Travel to Southbank Centre's Unlimited Festival:

Walking:

It is 47 minute walk from Unicorn Theatre to Southbank Centre.

Tube:

Whole journey time is approx 20 mins using Jubilee Line (direction towards Stanmore):

This includes getting to the tube station, travelling from London Bridge to Waterloo, and then getting to Southbank Centre. Both tube stations are accessible. The journey from the Waterloo to Southbank Centre is step-free.

(£2.40 contactless/ Oyster, £4.90 cash: prices correct March 2018)

Bus:

RVI bus to Royal Festival Hall takes 8 stops leaving from Bus stop M, and takes approximately 20-25 minutes. Diversion in place until May 2018, so we will reconfirm timing nearer to September. (Fare £1.50: prices correct May 2018)



Taxi: Approx. cost of taxi from Unicorn Theatre to Southbank Centre, based on 4 people, at 8am on 4th September 2018. £6.40 (prices correct February 2018)

Uber Assist: approx. cost £6-£8 (excluding price surges, Prices correct March 2018)

3. Venue access

The Unicorn Theatre details its own access provision here:

<https://www.unicorntheatre.com/about-your-visit> (please click on 'accessibility')

It also has an entry on **Euan's Guide** here:

<https://www.euansguide.com/venues/unicorn-theatre-london-3526/location>

The venue is not currently covered by **Disabled Go**.

Entrance - The main entrance to the Unicorn theatre has five shallow steps with handrails which are accessible from both sides, as well as level access via an integrated ramp.



Lifts - There is wheelchair access throughout the building and a wheelchair accessible lift to all floors. The lifts are made by Mitsubishi with a capacity for 14 people.



Stairs - the stairs throughout the building have colour contrast strips to aid access, and handrails are provided on both sides.



Toilets

There are toilets on three levels:

- In the basement, there are toilets assigned as male and female and an accessible toilet that is gender neutral. The stairs and lift to access them are located next to the Unicornershop.
- On floor 2, there are toilets which **for this event** we will assign as gender neutral - so they can all be used irrespective of gender. There is a second accessible toilet that is gender neutral.
- On floor 3, there are male toilets. There is a third accessible toilet that is gender neutral.



Changing Places

The nearest Changing Places toilet with changing bed and hoist is at [City Hall](#), The Queen's Walk, London, SE1 2AA (5 minute travel time).

http://www.changing-places.org/the_campaign/what_are_changing_places_toilets.aspx

The changing facility toilet is open to the public from 8.30pm-5.30pm. Visitors do not need to sign in to use the facility but do need to go through standard security checks.

Spaces within the Unicorn Theatre:

Weston Theatre – Used as main conference space and also as breakout space one (capacity 240)

- Seating - there is raked seating in benches. Additional cushions are available on request. Please speak to a member of staff on the day if you would like an end of row seat reserving. The front row is flat floor and suitable for wheelchair users. Bean bags will also be available for those who wish to lie rather than sit.
- Lighting - the stage has theatre lighting which will be used during the introduction and provocation sessions. The house lights (ambient light) in the auditorium will not be completely reduced.
- The Weston Theatre is reached via stairs and Lift.



Clore Theatre - This will be used as a relaxed screening area for the main sessions - live screening what is happening on the floor above - and as breakout space two (capacity approx 100)

- Seating is still to be confirmed. Additional cushions are available on request. Please speak to a member of staff if you would like an end of row seat reserving. The front row is flat floor and suitable for wheelchair users. Bean bags will also be available for those who wish to lie rather than sit.
- Lighting – is still to be confirmed.
- The Clore theatre is on the ground floor with level access



Foyle Rehearsal Room - This will be used as breakout space three (capacity 55)

- Seating - this space will have individual chairs. Additional cushions are available on request. The space is flat floor and suitable for wheelchair users. Bean bags can be brought in for those who wish to lie rather than sit.
- Lighting – there is natural lighting in this room. More information will be included in version 3 of this statement.



JLR Meeting room - This will be used as breakout space four (capacity 35)

- Seating - this space will have individual chairs. Additional cushions are available on request. The space is flat floor and suitable for wheelchair users. Bean bags can be brought in for those who wish to lie rather than sit.
- Lighting - this room has windows so includes natural light. The room has florescent lights.
- This room is accessed via ramp.

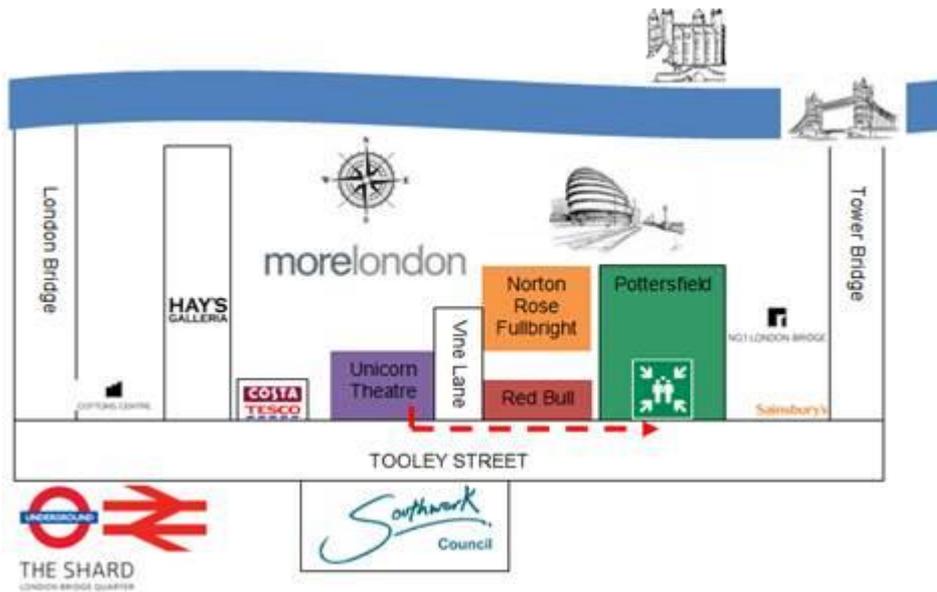


Fire Alarm and evacuation procedure

- The evacuation strategy for the Unicorn Theatre is based on the requirement to be able to implement a complete evacuation of the entire building quickly and efficiently at all times. Any evacuation will be managed throughout its route to ensure safety and avoid panic.
- All exit routes are clearly marked by lit green panels.
- The Weston Theatre is directly connected to two staircases, one on each side of the auditorium.
- Assembly Point is 'Pottersfield' on Tooley Street.
- The route will be clearly marked with cones or marshalled by Unicorn staff.

- **Weston theatre:** In an emergency, you will hear the following announcement: 'Ladies and gentleman may I have your attention please. Due to circumstances beyond our control this performance can no longer continue, please leave using the nearest available exit. If you require assistant please remain seated and an usher will assist you. Thank you.'
- The evacuation of the auditorium will be conducted by the Performance Manager and the Ushers who will leave last together with audience members who require assistance.
- After the announcement any wheelchair users will be escorted to a safe Refuge Point and will be evacuated using evacuation chairs.
- Any audience that require assistance to leave the auditorium will be assisted by the Front of House team
- **Foyle Studio:** The Front of House team will manage the evacuation of the Foyle Studio.
- **John Lyon Room:** The Front of House team will manage the evacuation of the John Lyon Room.





- More information about access will be included in version 3 of this statement.

Dogs

- Trained assistance dogs are welcome. Water will be provided for dogs and venue/symposium staff will be able to sit with them for limited periods of time if required, please ask at reception.
- Should someone be present with an allergy to dogs then we will take reasonable steps to ensure that person has minimal or no contact with dogs by ensuring areas of the venue remain dog free.

Navigation support

We are holding an introduction day on Mon 3 September before the symposium begins. We can provide orientation tours of The Unicorn for people on this day if this is useful. In version 3 of this statement there will be contact details to enable people to book orientation tours.

On day support to guide people around the venue will be available, delivered by venue/symposium staff.

4. Access specific to the symposium

Print material

All print material supplied directly as part of the symposium will be available in electronic formats on the day (on memory sticks) and as downloads online in both pdf and Word.

In addition, alternative formats can be produced on request, including Large Print, audio, Braille and Easy Read. There will be a deadline by which requests for alternative formats need to be made, which will be confirmed in version 3.

Visual material

There will be a scrolling Powerpoint presentation shown at various points throughout the symposium. An audio description file for this presentation will be available online on the symposium website.

All video content shown will be captioned in English.

All presenters will be asked to audio describe images used and to summarise visual content of video material used.

Relaxed event - there will be a relaxed attitude to noise and movement within the event and people are free to come and go in all sessions as they wish. We will minimise any loud noises and lighting effects and leave the house lights on low in the theatre at all times.

Rest space - there will be a rest space created on the first floor balcony with a variety of options to sit or lay down. This is a space to take time out from the event but still feel connected to it as the sounds from the event will still be present.

Quiet space - there will be a quiet space created in one of the dressing rooms with a variety of options to sit or lay down. This is a space to take time out from the event, to have quiet and to have privacy. It is not for meetings or using a phone.

Catering

- Tea, coffee and water will be provided in all breakout spaces and the main reception. Caffeine free options and milk alternatives will be provided. Straws will be provided on request.

- Vegetarian food options will be provided and clearly labelled. Vegan food options and options needed due to food allergies and intolerances will be provided on request and all delegates, speakers, artists, access providers and those working on the delivery teams will be asked about their dietary requirements. Food menu can be available in alternative formats on request.
- Staff will be available to help with questions and descriptions of food, and to help people with food service. There is limited seating in the foyer area and so the Clore Theatre will also be available to provide additional seating.

British Sign Language (BSL) interpreters - BSL interpretation will be provided for all events in the main theatre auditorium. A separate interpreter will be available for networking support, based in the reception area. Additional interpreters will be provided if required depending on the numbers of deaf delegates attending and their personal preferences.

Speech to text - live speech to text will be provided onto the main screen (so accessible to all) in the main theatre auditorium through the whole day and speech to text will also be provided in the Clore Theatre for breakout sessions. Additional speech to text onto individual screens (for example, ipads) will be provided in other locations on request.

Live commentary - live commentary (audio description) will be provided on request within the main theatre auditorium during the main symposium sessions and in Foyle Rehearsal Room - breakout room 3 during discussion sessions.

Visual note taking - visual note taking will be provided within the main theatre auditorium during the main symposium sessions and in JLR Meeting Room - breakout room 4 during discussion sessions.

Induction loops - We are still checking which spaces have induction loop or infrared systems. More information about this will be included in version 3 of this statement. Portable loop systems may be used in all locations on request.

Alternatives to formal discussion sessions - we recognise that there are many ways to contribute to events, not only by listening and speaking.

- There will be a number of artists in residence supporting people to respond through different artforms. More information about this will be included in version 3 of this statement.
- There will be video capture in one of the dressing rooms where people can respond to camera - through movement, through sharing or showing images, through words.

5. Online access

Online access will be provided before, during and after the event. This will include captions and BSL interpretation for any footage of the actual event.

Symposium information will be hosted on Unlimited's website. Unlimited's website has been built with access as a priority. Our website conforms to Level AA (according to the Web Content Accessibility Guidelines 2.0). The website's features include screen readability, text only option, font size increase, colour contrast change (black and white) and the About page has an 'easy read' version.

The Symposium page can be found here: <https://weareunlimited.org.uk/symposium/>

6. Evaluation and feedback

This event is being planned by Unlimited which has a staff team comprised of over 50% disabled people. All stages of our planning, including a site-visit, are being undertaken by a pan-disability group drawn from the Unlimited team experienced in access provision.

We will evaluate:

- Feedback from **delegates and potential delegates** in the run up to the event itself on our plans including the development of this access statement

- **Feedback from artists and speakers after the event** - to assess how well we communicated and supported them to undertake their roles within the event and to assess their opinion on the impact of the event itself
- **Feedback from delegates after the event** - to assess how well we supported them to attend the event, if their access needs were met within the event and to assess their opinion on the impact of the event itself
- **Feedback from our partners** - to assess their opinion on the impact of the event itself and if we met our key aims in hosting the event
- We also have a series of **Key Performance Indicators** linked to the event in relation to mapping reach - both physical and online which will be assessed.

More information about this will be included in version 3 of this statement.

7. Further information

Contacts

If you have any queries over any of the content in this access statement, please contact symposium@weareunlimited.org.uk with **Unlimited Symposium Access** in the subject header of your email or contact us by phone or fax:

t 0207 424 7330. f 0845 521 3458. sms 07624 809 145.

This is a working document and will be updated to reflect changes and new information in July 2018.