



SUBU

Students' Union
Bournemouth University

Planning Inclusive Activities: A Guide for SUBU Clubs & Societies

This session will cover

- How to make sure you consider all aspects of access and inclusivity when planning and running events
- How to reduce barriers in your communication
- Where to signpost students when they need that extra helping hand

What groups of students do you think might have issues accessing your club or society event?



**Black students and
students of colour**

**Mature
students**

**Disabled and
neurodiverse students**

Student parents

Distance Learners

Student carers

LGBTQ+ students

Faith practising students

**Students who
identify as women**


International students

Commuter Students

When you think of inclusivity and accessibility what do you think of?



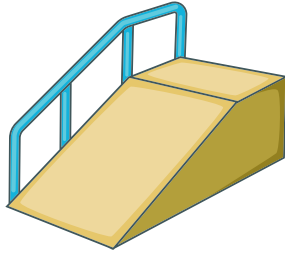
Creating environments, systems, and experiences where everyone feels welcomed, respected, and able to participate fully—regardless of their background, identity, or abilities.



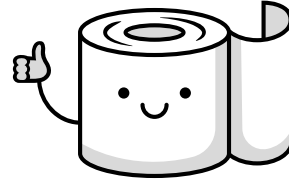


Activities

Picking a venue



Ramps / step-free access / working lifts



Accessible & Gender neutral toilets nearby



Clear signage and lighting



Non-alcohol venue



Heavy doors



Transport links



Designated quiet space

Important details

- Vary your times and days
- Schedule breaks
- Consider religious holidays
- Only collect what you need
- Include more than He, She, Them
- Help students save money
- Additional support or alternative equipment
- Know allergies and dietary requirements

Promoting your event or activity

- Write an access statement
- On campus? Include AccessAble
- Help people find their way to you
- Share info on what people can expect
- Questions are okay!



Event accessibility challenge:

You are planning a society quiz event on the 5th floor of the student centre. The event is on a Thursday night at 7pm, people can only enter in pre-arranged teams, and it's a cost of £2pp.

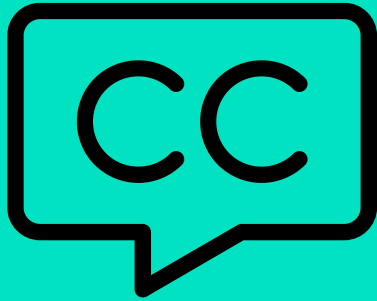
In a group, with the person next to you, or on your own, have a think about:

- Potential barriers
- Accessibility wins
- One improvement you'd make to make this event more accessible



Communication

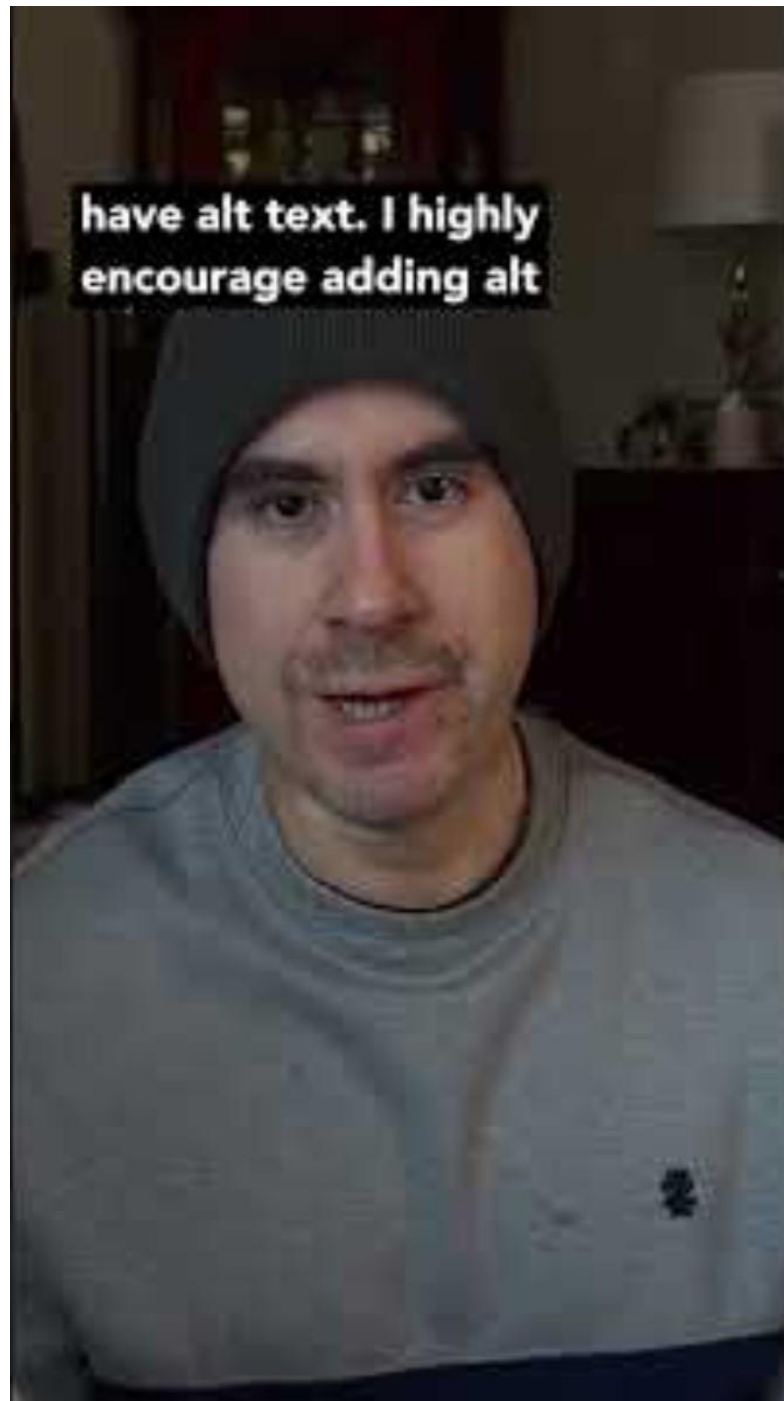
Communication



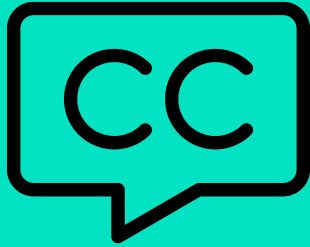
Caption videos



**Don't forget your alt
text**



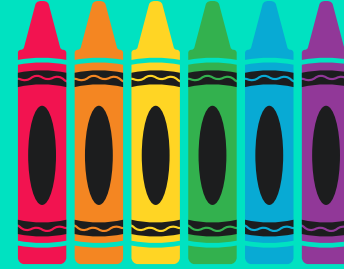
Alt text



Caption videos



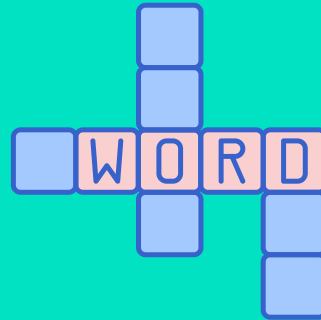
**Don't forget
your alt text**



**Check your
colour contrast**



Size matters



***Words are
important***



***Calm it with
emojis***

Testing emojis with screen-reader

I ❤️ emojis 😄😁😂😃😄😅, but let's
keep them down 🙌 because they are
very annoying 😞🌀🙈 for screen-
reader users 😇👼👼👼👼👼🙏



General inclusivity tips



**Wear your
pronouns**



**Get to know
the sunflower**



**Split your
membership fees**



**Borrow where
you can**



**Learn about the
gender expression
fund**



**Be aware of
your bias**



**Share information with
your members about
where they can find
support**

SUBU Advice

We offer free, independent and confidential advice and guidance to students at Bournemouth University.

**Open from 10am-4pm
Monday-Friday at Talbot
site.**

Drop-in 11am-12pm.

**Thursdays at Lansdowne
(term-time).**

We offer advice and support on:

- **Academic**
- **Money**
- **Food support**
- **Housing**
- **Personal & Wellbeing**
- **And more**

SUBU Advice team

Justyna
SUBU Junior Advice
Caseworker



Chloe
SUBU Advice & Support
Manager

James
SUBU Advice
Caseworker

Evie
SUBU Advice
Caseworker

- *Actively listen to your members about how you can be more inclusive and accessible for them*
- *There's no such thing as 'fully accessible' – you'll make mistakes, just learn from them!*
- *Not every activity will be suitable for everyone. Try to make reasonable adjustments where you can.*

Thank you

