

# ORGANISING AN EVENT AT EICC

We understand that for some people with autism spectrum conditions (ASC), sensory or additional needs, attending an event can be a daunting experience. We have worked with The National Autistic Society to highlight the information in this guide which may be useful for you to know ahead of holding your event at the EICC.

We aim to ensure that every visitor to the EICC has an equally enjoyable experience. We would encourage you, the event organiser, to let us know ahead of your event if you expect to have delegates with ASC in attendance so that we can provide and arrange the information and details on following pages.



# Provision of Key Information



If you let us know ahead of your event that you expect to have delegates with ASC in attendance then we can provide the following key information

- Information regarding which areas of the venue typically become noisy and crowded during events.
- Printed venue Orientation Guides for delegates to collect on entering the EICC, or for distribution within delegate packs.
- Key details about our venue for you to provide ahead of the event to your delegates and suppliers.
- Lists with useful information such as nearby restaurants, bus and tram locations, nearest post office, ATM, Supermarket, Pharmacy, from the EICC Concierge Desk, or ahead of the event.



# Arrangements for Your Event



We can arrange for the following activities and services to be in place for your event:

- A pre-event site visit for the organising team to carry out a walk round of the venue and discuss how the EICC's facilities can be adapted for delegates with ASC.
- Allocation of quiet areas for delegates to make use of during the event.
- Seating areas out with the main conference rooms should any delegates require a break during the sessions.
- Menu options and menu tastings can be arranged on request to suit the specific requirements of your event.
- Public Address (PA) announcements can be preceded with a soft tune, played 60 second before the main announcement is made, to alert delegates who are sensitive to loud noises, that an announcement shall shortly follow.
- Extend the rate that public information slides are displayed on the monitor system from seven seconds to ten or twelve seconds to afford more time for delegates to digest the information.



The following team members are available to help answer questions and act as a point of contact for Autistic visitors:

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## Contact Details

Should you require any further information ahead of your visit to the EICC then please contact us on the following details.

**Telephone:** +44 (0) 131 300 3000

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