



# **Appleton Space Conference 2025 Event Accessibility**

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## Event accessibility and inclusivity features

We are keen to make our events welcoming and as inclusive as possible. Embedding accessibility is an ongoing learning process, please contact the events team via email with any specific requests or feedback as early as possible and we will endeavour to accommodate: [ralspace-events@stfc.ac.uk](mailto:ralspace-events@stfc.ac.uk)

## Venue

- The venue is the ESA Magali Vaissiere conference centre on Fermi Avenue, Harwell Campus, OX11 0FD, UK. The [conference centre features, photos, floor plan and virtual tour](#) are available on their website.
- Disabled spaces are available at the venue entrance.
- The venue has step-free access:
  - There is a ramp to enter the building with automatic doors at the main entrance.
  - The stage in the main hall has a ramp.
  - There is a lift to access the upper floor.
  - The building complies with [Building Regulations](#), in terms of the width and operation of doors and passageways.
  - Low tables are available.
  - Some seating is available in the foyer areas for breaks, lunch and networking.
  - Seating is available for exhibitors.
  - The main hall doors are opened by the venue staff and have magnetic fastenings to stay open during breaks. Venue staff are available to open doors for attendees during the talks.
- Two portable hearing loops are available to use in the main hall. They can be collected from and returned to the reception desk.
- On the ground floor there are men's and women's toilets and an accessible toilet. On the first floor there are unisex toilets and an accessible toilet.
  - Unfortunately period products are not available in these facilities.
- There are no nursing rooms available in this venue, however access can be arranged to the RAL Space nursing room in a nearby building if requested in advance. This room has a comfortable chair, blinds, a small fridge and is lockable.
- There is a dedicated multifaith room available upstairs.
- There is a dedicated quiet room available upstairs.
- All attendees' dietary requirements will be supported by the on-site catering team.
  - The event menu will be published beforehand.
  - Food and drink will be labelled, and the lists of ingredients and allergens will be available.
  - Outside of the scheduled breaks and lunch time, the ESA café will be open (the exact opening hours will be confirmed)..
- Public transport and taxi options will be shared with attendees beforehand and during the event.

## RAL Space

- The visitor badges are lanyards.
- There is capacity for delegates to bring carers or interpreters; inform the event team via the accessibility requirements in the registration form or via email, and book their place.
- Sign language interpretation will not be available but all recorded materials will have captions.
- Designated seating provisions or spaces can be made available upon request.

### Event communication

- In addition to name badges and optional 'no photo' lanyards, pronoun badges will be available including.
- Event staff will wear language badges showing which languages other than English they can communicate in.
- To report any issues, attendees can speak to the event team on the reception desk at any time during the event, or email the events team.
- Large print materials or alternative formats will be provided upon request where possible.

### Event format

- There will be an online livestream option for people to attend all the conference talks and take part in Q&A remotely.
  - Live captions are available.
  - MS Teams is used, which is compatible with screen readers, has an immersive reader option and translation options.
- The conference recordings will have embedded captions.
- The event is suitable for people aged 18 years old or older. We cannot accommodate requests to bring children or young people under 18. Please contact the event team about support for parents with babies.
- There are no conference fees and catering is provided to all attendees.
- We ask for optional diversity data from attendees during registration to understand existing potential inequalities.

### Programme

- The conference planning team consists of people with diverse backgrounds.
- The conference planning team actively invites a diverse range of speakers.
- Speakers are provided with guidelines to make their presentations accessible including how to give a self-description and specific aspects of slides, such as font size, colour contrast and use of imagery.
- Speakers are briefed on using inclusive language and communication.
- Registered delegates can email questions for the Q&A sessions for all speakers in advance of the conference, and this can be anonymous.