

Accessibility in events and event communication

This document describes what should be mentioned in the accessibility section, and examples of the accessibility section for different events.

General accessibility information

- Introduce the venue clearly, so that the participant has the opportunity to find out the characteristics of the venue and possible challenges.
- Arrival at the venue. For example, is there a charter bus to the event that is not completely accessible? To make it easier for the participant, it is a good idea to mark, for example, the public transport bus schedule.
- The nearest toilet and its location.
- Joint information of the event's contact person/harassment contact person and mention that additional information can be obtained at a low threshold.
- If possible, you can attach a picture of the event location, a map or other pictorial instructions to the event description.
- For kellari events, the event organizer can request an accessibility key from the LTKY office within the opening hours.

Kellari event

The venue is the basement of the student union building, which entrance is via stairs behind the student union building. Accessible access takes place from the main lobby of the student union building to the K floor by elevator. To use the elevator, you need an accessibility key, which the event organizer has, or you can get it from the LTKY office during the office's opening hours. You are in contact with the organizer regarding the use of the elevator. There are toilets in the basement that can be used by everyone, as well as a disabled toilet. Feel free to contact the event organizer or contact person (Brian Kottarainen 050 53850) if you have any questions about any practical aspect of the event. We want everyone to feel welcome.

Bar party in the center

The buses are charter buses that are not completely accessible. You can find public transport schedules at: <https://lappeenranta.digitransit.fi/> or <https://lahti.digitransit.fi/>

You can get current accessibility information for bars by asking the bar. If you have any questions about the accessibility of the event or practical matters, please contact the organizer of the event Brita Kottarainen / brian@ltk.fi / 050 53850

The center of Lappeenranta

The venue is located in the center of Lappeenranta, the location can be found in map applications with the search term "Satamatori". You can get there from the university by public transport buses

5, 1 or 1Z. Get off the bus at the downtown bus stop in front of Armada. It is 500 meters from the stop to the venue. There is no water toilet at the venue, but local restaurants offer toilet facilities in connection with transactions or for a toilet fee. If you have any questions about the accessibility of the event or practical matters, please contact the organizer of the event Brita Kottarainen / brian@ltk.fi / 050 53850

Lahti Pikku-Vesku

The venue can be found in map applications with the search term "Pikku-Vesijärvi Lahti". You can get there by public transport buses. Get off the bus at the Svinhufvudinkatu stop. It is 500 meters from the stop to the venue. There are pay toilets in the park. If you have any questions about the accessibility of the event or practical matters, please contact the organizer of the event Brita Kottarainen / brian@ltk.fi / 050 53850

It is important to use different **communication channels** so that the message reaches as many readers as possible. Read below about campus-specific communication channels.

Lappeenranta

- The messaging application Telegram is used in the communication of student events in Lappeenranta. You can join Telegram's "Skinnarila Bot" information channel by contacting LTKY.
- eLUT has a section for events and eLUT's publications also appear in Tuudo. The event text should be sent to studentinfo@lut.fi in Finnish and English, including the title, a short description of the event, the publication itself and a cover image (1200x600 pixels).
- Events on campus can be advertised on campus digital screens, poster walls or table triangles. For more information, you can ask viestinta@ltk.fi

Lahti

- Instagram is used for information about student events in Lahti. Follow the user account @lahoevents or open the page: <https://www.instagram.com/lahoevents/>
- eLUT has a section for events and eLUT's publications also appear in Tuudo. The event text should be sent to studentinfo@lut.fi in Finnish and English, including the title, a short description of the event, the publication itself and a cover image (1200x600 pixels).
- Events on campus can be advertised on campus digital screens, poster walls or table triangles. For more information, you can ask viestinta@ltk.fi