

Inclusive Events

The University prides itself in being an inclusive organisation and takes reasonable steps to meet both the general and the specific needs of participants.

When organising an event you need to factor in costs such as written materials in different formats, the support of an assistant or the provision of a British Sign Language (BSL) Interpreter or a Captioner/Palantypist¹. N.B. **Under the Equality Act 2010, the cost of reasonable adjustments cannot be borne by the disabled individual/s**

The University does not generally use one specific provider for interpreting support. However, there are a number of agencies that the University's Disability Services have experience of using listed below.

British Sign Language (BSL)

Interpreting agencies require as much notice as possible to book interpreting support i.e. around **5 to 6 weeks** but more if possible. For an event where there will be a number of speakers, there will probably need to be **two interpreters**, as they usually need a break after 20 minutes. The Interpreting Agency will be able to offer more advice on this aspect and the cost is likely to be **around £60 per hour**.

Interpreter Booking Service

The Old Post Office, Market Square, 7 Market Street, Denton, Manchester M34 2JL
Tel: 0161 320 0400 or via Voice/Text phone on +44 (0)7966 694 295
Email: enquiries@interpreterbsl.co.uk

Manchester Deaf Centre

Crawford House, Booth Street East, Manchester M13 9GH
Tel: 0161 273 3415

Captioning and Transcript Services

Captioning is a service that provides real-time speech-to-text in the workplace, at university, at events or in the classroom.

Ai-Media

Ai-Media provides fast, accurate, live and offline captioning and transcription solutions for broadcast, education, corporate and government.

6 Hay's Lane, London, SE1 2HB

Tel: 0203 763 6300

Email: enquiries@ai-media.tv URL: www.ai-media.tv

If you have any queries, please contact the Equality & Diversity team on x6494 or email equalities@mmu.ac.uk

¹ A speech-to-text reporter (STTR), also known as a captioner, is a person who listens to what is being said and inputs it, word for word (verbatim), using an electronic shorthand keyboard. Their keyboard is linked to a computer, which converts the shorthand syllables to properly spelled words.