

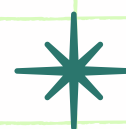
ENVISIONING THE FUTURE OF WORK: HACKATHON 2023

11-12 December, 2023

Neurodiversity Inclusion and Access Plan



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Access plan overview

Welcome to our Neurodiversity Inclusion and Access Plan for the Future of Work Hackathon. This document has been crafted to ensure that our event stands as a model of inclusivity, understanding, and accessibility. Our aim is to create an environment where every participant feels welcomed, valued, and understood.

Within these pages, you will find a detailed outline of our commitment to fostering inclusivity, logistical information to navigate the event smoothly, and dedicated measures to cater to specific needs. This plan is not exhaustive but is a strong step in our ongoing efforts to be fully inclusive. We look forward to working together to create a successful and inclusive hackathon.

To help you navigate this plan with ease, please refer to the table of contents provided below and follow the embedded links for further details.





Key Venue Details

All the rooms booked for this event are located in Jesus College which is a part of the University of Cambridge and is located in Cambridge, Cambridgeshire, England.

Venue address:

West Court, Jesus College, Jesus Lane, Cambridge CB5 8BL.

What3Words:

Tree/Heat/Bravo found at <https://w3w.co/tree.heat.bravo>

Rooms that will be used in this event are:

- Webb Library: Main event room
- Fulburn Room: Reserved for Hackathon judges
- Administrative Room: Accessible breakout room
- Study Centre Rooms 4, 5, 7, 9 and 10: Other breakout rooms
- Elena Room: Lunch
- Bain Room: The quiet room

Key links

- For further inquiries regarding accessibility in Jesus College, please visit Jesus College [Website](#).
- ThinkLab [Website](#)

Key contacts

- Jesus College Porters: porter@jesus.cam.ac.uk
- University of Cambridge ThinkLab: ThinkLab@admin.cam.ac.uk
- ThinkLab accessibility officer for this event: Elif Dogan, ed519@cam.ac.uk

How to get to the Jesus College

By Train:

Cambridge is well-served by trains from London King's Cross and London Liverpool Street. The College is located approximately 2 miles (3.2 kilometres) from the railway station. Buses run about every 10 minutes and there is a taxi rank outside the station. Taxis cost around £10.

By Bus:

The Drummer Street bus station is within walking distance of the College. National Express runs regular services to Cambridge central bus station which is a short 10 minute walk to the College. For information about coach services to Cambridge please see the National Express or Stagecoach websites.

By Car:

The Jesus College does not offer general guest parking in College. If you or a passenger need to use their on-site parking for accessibility reasons, please contact them (at porter@jesus.cam.ac.uk) in advance to request a space.

There are several public car parks within walking distance, such as the Queen Anne Terrace Carpark. Please note, though, that Cambridge city centre has many one-way streets, so driving can be a bit tricky. There are also various Park and Ride schemes if you would prefer to not drive into central Cambridge.

Finding the West Court

For pedestrians or those alighting from buses or taxis it is best to use the Jesus Lane entrance. Once on Jesus Lane, we are near the Park St intersection. Look for the entry in the photo below (Figure 1). Blue Badge parking is across the intersection across from the AMC theatre. Cars should use the electronic gates on Victoria Avenue, where assistance is provided through an intercom.



Figure 1. Jesus College West Court Entrance

On-site navigation

To ensure a smooth and hassle-free experience for all attendees, we have put measures in place for easy on-site navigation. Whether you are familiar with the venue or a first-time visitor, the following resources and personnel are available to guide you:

- Directional signs and ushers will be placed at the gate for easier navigation.
- Building maps will be available both digitally and in print.
- An information desk and ThinkLab members will be present throughout the event for assistance.

Physical Accessibility within the Venue

The main room and all catering facilities are accessible, alongside bathrooms. The site has lift access to all but a few rooms. More details are available [here](#).

Rooms that will be used in this event:

- Webb Library: Main event room (accessible)
- Fulburn Room: Reserved for Hackathon judges (accessible)
- Administrative Room: Accessible breakout room (accessible)
- Study Centre Rooms 4, 5, 7, 9 and 10: Other breakout rooms (not accessible)
- Elena Room: Lunch (accessible)
- The Bain Room: The quiet room (accessible)



Figure 2. Accessible lifts in the main venue (left), accessible lavatory (right).



Figure 3. 1st floor of West Court with tables and chairs.

Session Considerations

Breakout Rooms:

All breakout rooms will be equipped with clear signage. An accessibility officer will be available during the day to help attendees with any questions or needs, and help finding their room.

Core Lecture Sessions:

Core lectures feature live captioning, sensory guides, high-contrast visuals, and a social story for attendees.

- A **sensory guide** will be available, providing information about potential sensory challenges in various parts of the venue (e.g., areas that might be especially loud or bright).
- **Visual Aids:** All presentations will utilise high-contrast visuals to cater to attendees with visual sensitivities.
- **Social Story:** A "social story" or guide will be available for attendees, explaining briefly what to expect during the event.
- **Flexible Participation:** Recognising that not everyone can or wants to participate in traditional ways, attendees will be encouraged to engage in ways that feel comfortable for them.
- **Quiet Zones:** A separate quiet room will be set up for attendees who may need breaks from the hustle and bustle of the main event areas. There is also an area on the 1st floor of West Court with tables and chairs to sit in that may be suitable for taking quiet calls or breaking away from the main group (Figure 3). There is also a range of window seats in a quiet corridor that allows people to step away from the conference on each floor of West Court (Figure 4).
- **Other accessibility support:** Fidget toys and noise cancelling headphones will be readily available for those who might need them at any point during the event.



Figure 4. Window seats in a quiet corridor

Pre-Event Communication

In our commitment to provide a seamless experience and cater to all attendees, we have set in place some pre-event communication mechanisms to keep you informed and ensure we meet your specific needs:

- **Detailed Program:** A full event itinerary will be sent out to participants at least a week in advance. This will allow attendees to familiarise themselves with the schedule and plan their day accordingly.
- **Access Needs Survey:** All selected participants will receive an RSVP link where they can inform us about any specific requirements they may have. We encourage you to respond promptly when it is sent to you. Your input will enable us to cater to individual needs more effectively.

Dietary considerations

Please notify us using the RSVP form if you have any dietary needs or restrictions such as gluten-free, dairy-free, vegetarian, and vegan diets.

Post-event feedback

We are committed to fostering an inclusive environment. This Neurodiversity Inclusion and Access Plan symbolises our dedication to this ethos. After the hackathon, attendees will be asked to provide feedback specifically on the event's accessibility. This will help improve future events. We look forward to a productive and enriching Hackathon experience for everyone.

For any pre-event queries, kindly reach out to the Thinklab team at ThinkLab@admin.cam.ac.uk. We're here to help!