



# SCHOOL OF ADVANCED STUDY UNIVERSITY OF LONDON

## SAS Disability Statement – Events and Conferences

The School of Advanced Study (SAS) aims to provide an environment where everyone can access its programme of events, conferences, workshops and seminars. This statement is for the information of visitors attending events at the School.

### The School of Advanced Study

The School of Advanced Study at the University of London brings together eight internationally renowned research institutes to form the UK's national centre for the support of researchers and the promotion of research in the humanities.

### Events at the School

The School's extensive programme of events offers our national subject communities opportunities to disseminate their research to the widest possible audience.

Each year over 68,000 participants from around the world attend over 2,500 events - from seminars, lectures and workshops to major international conferences in the humanities and related social sciences.

The majority of our events are free and open to everyone. Places can be booked in advance.

## Getting to us

Designated blue-badge parking bays are available in both the Malet Street and Russell Square car parks, directly in front of Senate House.

The University asks that if you require use of these bays that you phone them in advance and let them know the time and date of your arrival. (You must be the owner of, and clearly display, a valid blue disabled badge to use these bays).

If you require a parking space please contact Senate House Reception by emailing [reception@london.ac.uk](mailto:reception@london.ac.uk) or calling 020 7862 8133 in advance so that staff can reserve one for you.

There is ramped access down into the cloisters to enable access to the main entrance of Senate House.

## Access to buildings

The Institutes of English Studies, Classical Studies, Languages, Cultures and Societies, Commonwealth Studies, Philosophy and Historical Research are all contained within Senate House. The Warburg Institute and the Institute of Advanced Legal Studies are located in other buildings in the Bloomsbury area.

There are ramps enabling access and a lift to all floors in Senate House, the Warburg Institute and the Institute of Advanced Legal Studies.

Senate House is a listed building and there may be some limitations to the adjustments that can be made. Event attendees or delegates with reduced mobility will have access to all necessary areas of Senate House, but due to its listed status, there may be some areas which are more difficult to access in a fully independent way, for example due to heavy doors. Please let us know about any requirements you have as early as possible, in order for us to provide the best reasonable adjustment.

Should individuals require assistance from the car park into the building, then they should mention this when they arrange for car parking.

## Additional support

Almost all our events take place in accessible spaces, but we will make adjustments and provide additional support where spaces are not already fully accessible. These adjustments include:

- Induction loop
- Ramp access to premium conference room (Beveridge Hall)
- Lift access to Chancellor's Hall

## Event information

The School website is designed to be accessible in terms of colour contrasts and scalable texts.

The School will provide promotional materials (for example flyers and brochures) in alternative formats upon request at no extra charge.

## Registration

The central events office is happy to help with the registration process and we offer a number of ways to book including online or by email.

Email: [sas.events@sas.ac.uk](mailto:sas.events@sas.ac.uk)

A lead staff member will be nominated for each event and their contact details will be available in the registration information. We encourage you to discuss your needs with the central events team or the lead staff member at the point of registration. The earlier we know, the more we will be able to do to ensure that your attendance at our event is enjoyable and stress free.

## Assistance workers and animals

The School welcomes assistance workers and assistance dogs. Please advise the event lead staff member before the event, so that assistants can be included in catering orders or provisions be made for dogs.

## Emergency evacuation

Please ensure to tell us about any aspects of your disability which may delay or otherwise affect your exit from the building in an emergency. We will ensure that you and the event staff are aware of any alterations in standard procedure.

## Confidentiality

Any information provided about your disability will be treated in the strictest confidence. The School is obliged to make reasonable adjustments and the lead staff member may need to tell colleagues in order to meet your needs. If you ask us not to inform other staff, the lead staff member will discuss the implications of that decision with you.

## Feedback

We welcome feedback on our services and on ways in which we can improve your experience while attending our events.

### Events Office

Email: [sas.events@sas.ac.uk](mailto:sas.events@sas.ac.uk)

This statement can be provided in alternative formats.