

10 suggestions to increase availability

This summary is based on a presentation by a representative from SFS (the national student organization in Sweden) Katarina Hylander Katarina.hylander@sfs.se. The presentation is a short summary of the key points of a recently released book, “Tio tips för tillgänglighet”. The book is the result of a 3 year project – aimed at identifying factors that influence how students may feel excluded from various forum (particularly meetings, activities and communication) and searching for methods to prevent this. It is the interests of students with any kind of disability that are in focus (hearing, eyesight, allergies, dyslexia, physical disabilities and neuropsychological conditions like ADHD and Asperger Syndrome).

The list below is a brief summary of the key points in the book (that can be ordered from the website www.sfs.se).

1. Think AVAILABILITY (to actively see and perceive)
2. Mapping conditions related to AVAILABILITY (checklists are available in the book and on [www](http://www.sfs.se))
3. Open meetings – will make them available for more individuals
 - a. Print papers and send out in preparation for meetings
 - b. Including meeting climate
 - c. Taking notes during meetings + sticking to the time plan for meetings
4. Dare to think in new directions
5. Think “availability” from the start
6. Writing in a suitable way to maximize availability (easily read, well structured, short sentences...)
7. Formatting with availability in mind (colors, contrast, font size...)
8. Web functions (links that are connected to explanatory texts + informative “alt-texts”)
9. Setting realistic and measurable objectives with clear time frames
10. Assessing the outcome (evaluation in general)



The book “Tio tips för tillgänglighet” is available at the Student Union.