



# Checklist for hosting inclusive events at the University of Auckland

This checklist will ensure our events are accessible and inclusive. We welcome your feedback. Please email, [equity@auckland.ac.nz](mailto:equity@auckland.ac.nz)

## The venue

- Is your venue accessible (including toilets and car parks) to people with disabilities? Access arrangements may also be needed for guests who are elderly or pregnant. [Accessible venues and car parks at the City Campus](#)  
**Email** [carparking@auckland.ac.nz](mailto:carparking@auckland.ac.nz)
- Do attendees have any access requirements, including assistance when arriving/departing the venue?
- If your invitation is sent via email, does your online RSVP form include spaces to identify these requirements?
- Are attendees' nametags easy to read? Guidelines for creating accessible materials, including name tags, are on page 51 of the University of Auckland Style Guide.
- Is your venue easy to find on a map? View the [University's campus maps](#)
- If attendees require a braille map of the City Campus, [email Student Disability Services](#)
- Does your venue have sufficient seating for attendees who are elderly or who have a disability?
- If children are attending, are there resources in place (e.g. children's play area/catering)? Read our guidelines on [babies and children on campus](#)
- Are there unisex toilets available near or at the venue? This is particularly important for our transgender and gender diverse community. A clear and simple message to include in your "housekeeping" brief is: "Because we are an inclusive University, we have unisex, gender-specific and accessible toilets. Transgender and gender diverse people are of course welcome to use the toilets of their choice." [Where to find unisex toilets](#)
- Is photography permitted at your venue? Some venues do not allow photography of certain areas, such as the lashings in the Fale Pasifika.

- Do you have model release forms on hand for attendees whose images may be used in our communications and marketing materials? Download model release forms.

## **Cultural protocols**

When planning your event please give as much notice as possible to those who may be involved in organising or supporting it.

If dignitaries, heads of state, government ministers or other VIPs are expected to attend, please contact:

Adrienne Cleland  
Registrar  
Office of the Vice-Chancellor  
Phone: +64 9 923 3750  
Email: [a.cleland@auckland.ac.nz](mailto:a.cleland@auckland.ac.nz)

If visitors from international countries are attending your event, please contact your faculty's Associate Dean (International) or International Manager for advice on protocols specific to the country represented.

## **Māori and Pacific protocols**

Where to go for advice or guidance on Māori or Pacific protocols.

### **Māori protocols**

Jeanette Rameka  
Office of the Pro Vice-Chancellor (Māori)  
**Phone:** +64 9 923 2525  
**Email:** [j.rameka@auckland.ac.nz](mailto:j.rameka@auckland.ac.nz)

#### **To book Waipapa Marae**

Rangimarie Rawiri  
Department of Māori Studies  
**Phone:** +64 9 923 7938  
**Email:** [r.rawiri@auckland.ac.nz](mailto:r.rawiri@auckland.ac.nz)

[Find out more about Marae protocol](#)

### **Pacific protocols**

#### **To book the Fale Pasifika**

Betty Bernard  
Fale Administrator  
**Phone:** +64 9 923 9674  
**Email:** [b.bernard@auckland.ac.nz](mailto:b.bernard@auckland.ac.nz)

**Te Reo and Pacific greetings** [Read a list of Te Reo and Pacific greetings](#)

## Inclusivity and diversity

- Does your audience/speaker list reflect the cultural and ethnic diversity of the University community? Does your event have gender balance?
- Will communications developed after your event reflect the University's commitment to being a safe, inclusive and equitable place to study and work?
- Do you require sign language services? If so, visit [Sign Language Interpreters Association](#)

Have you checked that the venue's sound system/microphone are accessible for your audience?

- Are your signs/presentations accessible to vision-impaired audiences? Read the Blind Foundation's [guidelines to creating accessible documents](#) Read page 51 of the University of Auckland Style Guide.
- Do your video or online materials require captions or subtitles?
- Read the Blind Foundation's advice on [communicating with someone who is blind or has low vision](#)
- Are you using multiple communication methods to accommodate different learning styles (e.g., verbal communication, pictures, text)? Remember to describe any images or graphs on your slides for anyone who may not be able to see them clearly.
- Have you checked if the materials for your event need to be sent out in advance and are accessible (e.g. offered in braille or large print)?
- Have you scheduled sufficient breaks? Attendees might need to take care of medical needs during breaks.
- The University is a secular institution that recognises people's [spiritual and religious needs](#)

## Catering

- Have you asked attendees if they have any dietary/cultural requirements? If your invitation is sent via email, does your online RSVP form include a space to identify these requirements?
- Are there regulations around the kinds of food you are allowed to serve? Some venues have their own catering guidelines.
- Are you offering both alcoholic and non-alcoholic beverages? Some people may not drink alcoholic beverages for cultural, religious or personal reasons. We recommend you include a variety of high-quality non-alcoholic options. Read our [Event Management Policy](#)
- Read the [University's alcohol policy](#)

## Gifts, hospitality and benefits

- Read our [Gifts and Hospitality to Third Parties Policy](#)

## Other resources

- [University of Auckland mobile app](#)
- [The Blind Foundation](#)
- [Deaf Aotearoa New Zealand](#)
- [Be.Accessible](#)
- [Sign Language Interpreters Association of New Zealand](#)

## Greetings in Te Reo and Pacific languages

### Greetings in Te Reo

**Kia ora** (Greetings, Hello)

**Kia ora rā kōrua** (Greetings, Hello to you two – 2 people)

**Kia ora koutou** (Greetings, Hello to you – 3 or more people)

**Kia ora koutou katoa** (Greetings, Hello to you all – 3 or more people)

**Tēnā koe** (Greetings, Hello to you – 1 person)

**Tēnā kōrua** (Greetings, Hello to you two – 2 people)

**Tēnā koutou** (Greetings, Hello to you – 3 or more people)

**Tēnā koutou katoa** (Greetings, Hello to you all – 3 or more people)

**Tēnā koutou, tēnā koutou, tēnā koutou katoa** (Greetings, Greetings, Greetings to you all – 3 or more people)

**Tēnā koutou, tēnā koutou, tēnā tatou katoa** (Greetings, Greetings, Greetings to us all – the speaker and those being spoken to, 3 or more people)

**Tēnā koe e hoa** (Greetings, Hello to you friend)

**Tēnā kōrua e tama mā** (Greetings, Hello to you two boys)

**E kui, tēnā koe** (Elderly lady, Greetings, Hello to you)

**E koro mā, tēnā koutou** (Elderly men, Greetings to you all – 3 or more people)

### Pacific greetings

**Talofa lava** - Samoan

**Malo e lelei** - Tongan

**Bula vinaka** - Fijian

**Fakaalofa lahi atu** - Niuean

**Kia orana** - Cook Islands

**Fakatalofa atu** - Tuvaluan

**Malo ni** - Tokelauan

**Mauri** - Kiribati