

## **PIVOT 2023 ACCESS KEY**

The Propel team have written up some accessibility information about the venue. If you have any more questions relating to accessibility, or feedback on this access key, please send us a message by emailing [hello@propel.org.au](mailto:hello@propel.org.au).

## **ENTERING THE VENUE**

### **How do I enter the venue building?**

PIVOT takes place in The Platform, which is located on Level 3 of a high-rise CBD building (3/256 Adelaide Terrace, Perth). When arriving at the front of the building, there is a large staircase with a handrail in front of the doors to the venue. There is also a ramp with a handrail to the right of these doors that you can use to get to the doors to the venue. Both the stairs and ramp are paved/tiled. The stairs and ramp also features tactile ground surface indicators. Once you reach the front of the building, move through the first set of automatic doors. Then walk through another set of automatic glass doors. There will be PIVOT volunteers on the inside of these doors to help with patrons entering and exiting the building. There will be volunteers at the doors throughout the full duration of PIVOT (8.30am to 5pm).

### **How do I get to The Platform?**

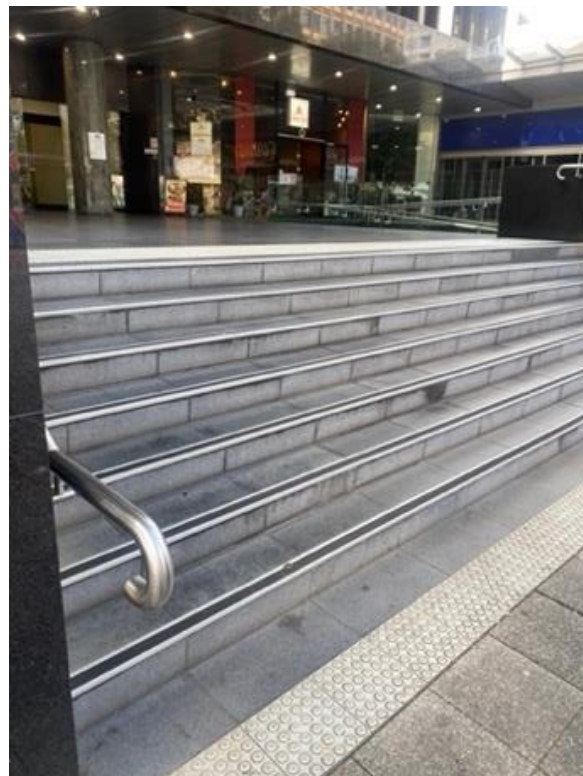
Once you have entered the venue lobby, move down the hallway to the elevators, and press the 'UP' button. All of the elevators can take you to Level 3, where The Platform is located. Once in the lift, press the '3' button to get to Level 3. When you exit the lift on Level 3, you will have arrived at the front of The Platform venue. There is a reception area, and to the left of this there are two sets of glass doors to enter through. They are not automatic and have handles. The doorway is wide enough for a large wheelchair – when both glass doors are open, the entrance is 140cm wide.

Please only use the stairwell in an emergency. If the stairwell is used it will trigger a call to the security company who will then contact the building manager. Hence the stairwell can only be used in an emergency situation.

**Will the doors be opened or closed during the event?**

The doors will often be open throughout the event. If the doors are closed, a volunteer or a Propel staff member will be present to open the doors, offer any assistance and answer any questions.

**Figure 1 Image of stairs in front of the doors to the venue building:**



**Figure 2 Image of ramp in front of the doors to the venue building:**



**Figure 3 Image of doors to the venue building:**



## **How do I commute there?**

The Platform is a 15-minute walk or a 5-minute cycle from Perth Stn, Perth Underground, and Elizabeth Quay train stations. The Platform is a 12-minute walk or a 4-minute cycle from Mclver Station.

There is a free Red CAT bus that stops on Hay Street, and the exact name of the stop is Hay St Victoria Avenue. You can head down Victoria Avenue to get to 3/256 Adelaide Terrace, where The Platform is.

There are many buses that commute up and down St George's Terrace and Adelaide Terrace, lots of which start and end at Elizabeth Quay bus station. All the buses along Adelaide Terrace and St Georges Terrace are free when commuting in the CBD. We recommend going to the Transperth website to find what bus is best for getting there, and if there could be any disruptions to your route: <https://www.transperth.wa.gov.au/>

The closest parking to the venue is Wilson Parking located on 391-393 Hay Street, which costs \$6 to park for up to 10 hours on a weekend. The next closest parking options are CPP Concert Hall, which is a 6-minute walk away, and CPP Fire Station which is a 7-minute walk away, both of which cost \$10 for all-day parking on a weekend.

## **BATHROOMS**

### **What kind of toilets are at the venue?**

The toilets are gender neutral. There is a wheelchair accessible toilet on the ground floor only.

## **Where are they located?**

The gender-neutral toilets are located on both the ground floor and the third floor. On the third floor is The Platform venue, where PIVOT takes place.

Wheelchair accessible toilets are located on the ground floor.

## **How will I know where to go?**

There will be volunteers on the ground floor and third floor who can show you where to go. There may be signage directing you to where the toilets are on the ground floor and third floor.

## **GROUND FLOOR TOILETS:**

### **If coming from Adelaide Terrace:**

Enter the venue by using the stairs or ramp to get to the front doors, as described and shown on pages 1 and 2 of this document. Volunteers will be available to assist with the doors and answer any questions. Go through the first set of automatic doors, then go through another set of automatic glass doors. Move down the hallway, past the elevators until you reach a wall at the end with paths to the left and right.

### **If coming from The Platform:**

Go to the elevators outside of The Platform space on Level 3. Head down to the ground floor where you were to enter the building. Close to where the lifts are, there is a wall with pathways leading to the left and right. The wall is at the opposite end to the building entrance in the foyer space.

**Toilets with sanitary disposal facilities:** Walk down the right-hand path until you come across the toilets. Push the door to enter. Inside, there will be cubicles and a large mirror over the sink. There are paper towels, no hand dryer, and there is fluorescent, warm lighting. The bathroom is lightly scented. There are sanitary disposal units in the cubicles. Pull the door handle to exit.

**Toilets with urinals:** Walk down the left-hand path until you come across the toilets. Push the door to enter. Inside, there will be cubicles and a large mirror over the sink. There are paper towels, no hand dryer, and there is fluorescent, warm lighting. The bathroom is lightly scented. There are urinals. Pull the door handle to exit.

**Accessible toilet:** Walk down the right-hand path until you see the accessible toilets labelled 'UNISEX TOILET RH' featuring the International Symbol of Access. Press the green button on the outside wall to open the sliding door. Inside, there will be an accessible toilet, two handrails, a sink, a sanitary disposal unit, a sharps unit and space for a wheelchair. To exit the toilet, press the green button on the inside of the space. The green button is located next to the sink.

### **What are the accessible toilets like?**

There is not anything blocking access to wheelchair accessible bathrooms. The door frame may be too small for large wheelchairs. It is 72cm wide.

The toilet space overall measures 2260mm x 1570mm.

**Figure 4** An image of where the sign for the Accessible Toilet is located. Press a green button to open the toilet.



**Figure 5** An image of the sliding door to the accessible toilet. Press a green button to open the toilet.



**Figure 6** An image of the inside of the accessible toilet space, featuring a toilet, sink, sanitary disposal, and 2 rails either side of the toilet.



### **THIRD FLOOR TOILETS**

There are gender-neutral toilets located on the third floor, where PIVOT takes place. Unfortunately, there are no wheelchair accessible toilets on the third floor, however you can find the accessible toilet on the ground floor. Once you exit the elevator on Level 3, you will find the entrance to The Platform on one end of the corridor, and signs to the toilets on a wall at the other end. Inside, they are the same as the toilets on the ground floor. You can refer to Pages 3-5 for descriptions about the inside of the toilets.



## **QUIET SPACE**

### **What is the quiet space?**

The quiet space is a chill out area, otherwise termed a quiet space. The space is in the creche area and there will be a sign on the door. The quiet space can be accessed at any time throughout the day. This space will be lower stimulation than the main spaces for the event.

### **What is in the quiet space?**

There are chairs, a table and carpeted flooring in the room with large windows overlooking the street below. There are both warm fluorescent lights and natural lighting from the windows. The area may not be soundproof, but it will be quieter than the public spaces.

There is also a baby changing table and highchair in the space.

### **Where is the quiet space located?**

When you enter The Platform main space from the double glass entrance doors, turn right. The quiet space is located behind the black and white cupboard doors. Pull the doors labelled "Quiet Space" to enter. There may be other participants inside the Quiet Space, or they might enter after you.

**Figure 7** Image of the double glass doors at the entrance to The Platform event space.



**Figure 8** Image of the corner of the Quiet Space, featuring a changing table and a highchair.



## **ABOUT THE VENUE**

### **Is there a smokers'/vapers' area?**

PIVOT 2023 is a smoking and vaping-free event. There are no smokers'/vapers' areas inside the building. You must exit the venue and walk to the street outside if you wish to smoke or vape.

### **Will there be child-care options available on site?**

While there are no child-care options available for this event, this is a children-friendly event. There is a highchair and changing table in the Quiet Space available to you. Please note you will be responsible for your children throughout the event. The event will also not be providing food that is appropriate for babies or toddlers, so please bring food for them if need be.

### **Can I bring my support dog?**

Yes, this is a support dog friendly event. Unfortunately, other kinds of support animals are not allowed in the venue.

Please note you and your support dog are not allowed to use the stairs unless in an emergency. Moving through the building must occur in one of the elevators available.

### **Can carers/support people come with me?**

Yes! You are welcome to bring your carer or support person with you free of charge. When you purchase a PIVOT ticket, there is an option to select if carer or support person will be with you. You can also upload a photo of their current companion card.

## **ABOUT THE EVENT DAY**

### **How much does the event cost?**

Early bird tickets (24 October to 6 November 2023)

- Member price: \$35
- Non-member price: \$49

Standard tickets (6 November to 20 November 2023)

- Member price: \$45
- Non-member price: \$59

Last grabs tickets (21 November to 25 November 2023)

- Member price: \$55
- Non-member price: \$69

Please note Propel has a NOTAFLOF Policy – No One Turned Away For Lack of Funds. Please contact Propel if you would like to discuss NOTAFLOF options available to you.

### **How long will the event run for?**

You are welcome to arrive from 8:45am. The event will start at 9.15am and conclude at 5:00pm. There will be breaks throughout the day.

- 10-minute break (10:10 – 10:20)
- 20-minute break for morning tea (11:10 - 11:30)
- 10-minute break (12:20 - 12:30)
- 40-minute break for lunch (1:20 - 2:00)
- 10-minute break (2:50 - 3:00)

The event is unlikely to run overtime. You are welcome to leave at any point of the day if you wish.

### **Is there a program available with set times?**

Yes, there is a program with set times. You can find this on the [Propel website](#).

### **Do I need to bring any money?**

There is no need to bring cash/card to the event as coffee and catering are provided.

If you are getting to the event by public transport, you will need to remember your Transperth card or bring coins to purchase a Transperth ticket.

### **Do I need to bring anything?**

**FOOD** – Coffee, food (including lunch and snacks catered to the known dietary requirements) and water will be available to patrons at set times during the event. You are also welcome to bring your own food.

**MEDICAL EQUIPMENT** – Please bring an EpiPen, asthma puffer or any personal medical equipment you require or may require. There will be a first aid kit on-site.

**OTHER** – You are welcome to bring a pillow for sitting on the chairs if you would like to. The chairs are quite comfortable without any pillows. As part of attending PIVOT you will receive a goody bag with small items including stationery to use throughout the day that you can take home with you after the event. The goody bag will be the size of a standard tote bag.

### **What type of food and catering will there be?**

There will be coffee with dairy milk and alternative milk options for free at the coffee cart. There will also be free water. There will be no alcohol.

The food catering options will cover morning tea, lunch and networking time periods, and catering will include Vegan, Vegetarian and Gluten-Free options. We also will cater to attendees who have let us know they of any dietary requirements.

### **What should I wear?**

Whatever you feel comfortable and confident in! As it is summer and it may be hot outside, appropriate short-sleeve clothing is a good option. Air-conditioning will be on inside the building, so you might want a layer of clothing in the event it gets cool.

### **Will remote participation be available for this event?**

Unfortunately, participants will not be able to participate in this event or discussions from remote locations as it will not be livestreamed. However, patrons can access the digital toolkit online which provides aligned resources.

### **Do I have to ask questions out loud during discussion panels?**

Not if you don't want to. There will be an anonymous live question space that you can type questions into during the discussion panels if you would prefer to not ask questions out loud.

## **INSIDE THE VENUE**

### **Is the PIVOT space indoors or outdoors?**

PIVOT is indoors. There are windows which allow for natural light in parts of the space.

### **Will the event be scent free?**

There will be no perfumes or artificial scents in the space. You may be able to smell coffee and food from the catering suppliers.

### **What is the lighting like?**

There is warm fluorescent lighting in the event space.

### **Temperature of the space**

Outside it will be warm. Inside, the aircon will be running, so it will be slightly cool.

### **What noise will be in the venue?**

You might be able to hear the aircon running, and there will be the noise of other people conversing together outside of panels, keynotes, and discussions. Because of this, there may be periods of time that are louder than others. There will be some music playing softly in the background during break periods.

**Will this be a high stimulation event?**

The event will not be a high-stimulation event. Scents, lighting, temperature and noise are detailed above, with noise being the varying stimulant throughout the day. There will not be more than 100 people at any one time as part of the event.

**Will the event be Auslan interpreted?**

Most of the event will be Auslan interpreted. Interpreting will be in place from 9.15am to 3.40pm for the panels, discussions and keynotes occurring during the event.

**What languages will be spoken and written at the event?**

All spoken and written language will be in English.

**Will there be any videos played at the event? Will they be captioned?**

Yes, there will be videos playing quietly in some of the rooms in The Platform event space. Videos playing will be from the PIVOT digital toolkit or from interviews with arts industry representatives. These videos are captioned.

**PHYSICAL ACCESSIBILITY IN THE VENUE****How wide are the doors to enter the PIVOT space?**

The width of the entrance when both glass doors are open is 140 cm. A large wheelchair will fit through.



### **What are the table heights in the space?**

- Table A – 76cm
- Table B – 70.5cm
- Table C – 71cm
- Table D – 74cm

### **What is the floor like?**

The floor is flat and carpeted. There is a small stage where the panellists may sit.

### **What is the seating like?**

There are chairs with back support. You are welcome to bring a cushion with you if you would like it.

There is enough seating for everyone. There will be no allocated seating and you can choose a seat as close or far away from the speakers as you wish.

### **Will there be a verbal description of the venue at the beginning of the day?**

Yes, there will be a verbal description of the venue including the location of exits, toilets, and the quiet space at the start of the event.

### **DISCLAIMER**

There will be photography and videography of the PIVOT event. If you would not like to be in the photos, please let a Propel person know on the event day and we will accommodate to you. Propel people will be wearing black shirts with white Propel logos on the front.