



The Scottish Parliament
Pàrlamaid na h-Alba

**Our Summit for
International Day of
Persons with Disabilities
on Saturday 25 November 2023**

Information and how to take part



**Easy read booklet
with registration form**

Who we are

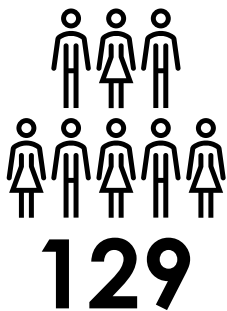


The Scottish Parliament
Pàrlamaid na h-Alba

We are the **Scottish Parliament**.



The **Scottish Parliament** makes laws in Scotland. It talks about things that matter to the people of Scotland.



The Scottish Parliament is made up of 129 people who are **Members of the Scottish Parliament** also called **MSPs**.



The Scottish people decide who is an MSP by voting for them in elections.

What this booklet is about



We are having a **summit** on **Saturday 25 November** for **International Day of Persons with Disabilities**.

A **summit** is an event to talk about something important.



International Day of Persons with Disabilities is a day that happens once a year where people around the world come together to think about disabled people.



We want to ask disabled people from all over Scotland to take part in the Summit.



This booklet tells you

- what will happen at the Summit.
- how you can tell us if you want to take part in the Summit.

What will happen at the Summit



- 1 
- 2 
- 3 
- 4 

12 midday to 1.45pm

Lunch in the **Garden Lobby**

2pm to 4pm

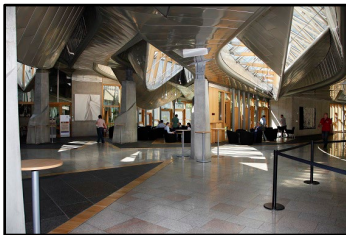
A meeting in the **Debating Chamber**

4pm to 6pm

A **reception** in the Garden Lobby

6pm

The Summit ends



The **Garden Lobby** is a part of the Scottish Parliament building in Edinburgh.



The **Debating Chamber** is the place where MSPs meet to talk and make decisions about important issues.



A **reception** is an official party.



The main event of the Summit is the meeting in the Debating Chamber.



At the meeting

- disabled people and **activists** will give speeches about their **experiences** as disabled people.
- a **panel** of MSPs from different **political parties** will talk about their experiences as disabled people.
- you will have a chance to ask the panel questions.



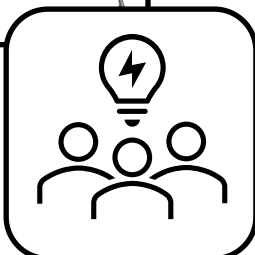
Activists are people who do activities to try and change things they do not agree with.



Experiences are what you learn from everything that happens to you in life.



A **panel** is a group of people chosen to talk about something at a meeting.



Political parties are groups of people who share ideas about what should happen in a country.



The **Presiding Officer** of the Scottish Parliament, called the **Rt Hon Alison Johnstone MSP**, will lead the Summit.



The **Presiding Officer** is the person in charge of meetings at the Scottish Parliament.



A group called the **Cross-Party Group on Disability** is helping to arrange the Summit.



A **cross-party group** is a group of MSPs and other people who are interested in an issue and meet to talk about it.

The Cross-Party Group on Disability meets to talk about issues that affect disabled people.



The MSPs who lead the Cross-Party Group on Disability are called **Jeremy Balfour MSP** and **Pam Duncan-Glancy MSP**.

How you can take part in the Summit

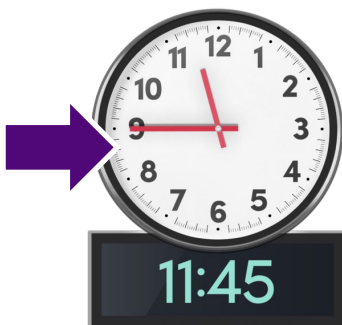


There are 2 ways you can take part in the Summit. You can

- **take part in person**
- or
- **take part online.**



If you take part in person, the event is at the Scottish Parliament building in Edinburgh from 12 midday to 6pm.

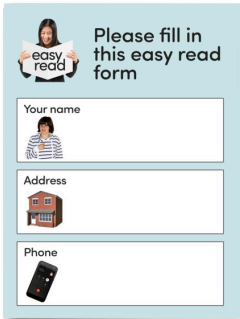


You must arrive by 11.45am.



If you take part online, you can watch the meeting in the Debating Chamber from 2pm to 4pm.

What to do if you want to take part in the Summit



Please fill in this easy read form

easy read

Your name

Address

Phone

If you want to take part in the Summit, fill in the **registration** form that starts on **page 13** of this booklet.



Registration means signing up to say you want to do something.



If you want to take part in person

Fill in the registration form before 5pm on Monday 23 October.



If you want to take part online

Fill in the registration form before 5pm on Wednesday 22 November.

If you want to take part in person



We want the Summit to be **accessible** for everyone.

Accessible is when something can be used or understood by everyone.



When you fill in the registration form, you can tell us what you will need to make the Summit accessible for you.



There are only a certain number of spaces for people to take part in person.



If you fill in the registration form, it does not mean you will get a space.



We will tell you in the week that starts on Monday 6 November if you have got a space.

More about accessibility



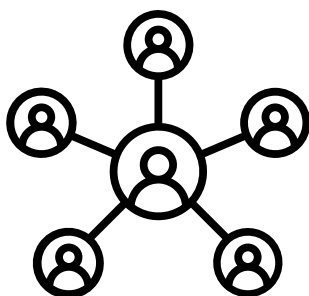
When you fill in the registration form you can tell us what support you will need if you want to take part in person.



We will try to get the support you need.

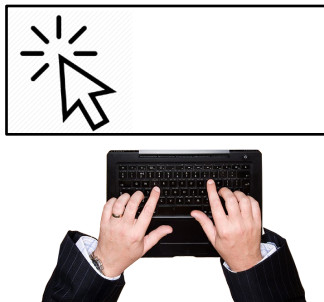


If you need support with communication, like a British Sign Language (BSL) interpreter or an electronic notetaker, we might not be able to get this support for you.

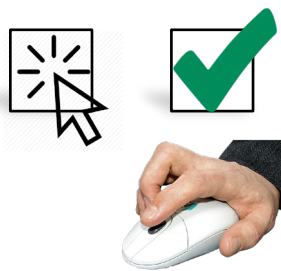


This is because a lot of people want this type of support, but there are not enough people with the right training to do all the work.

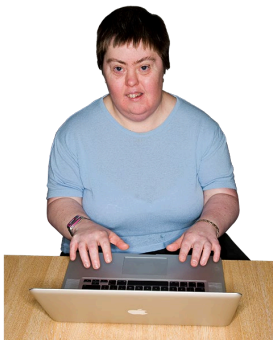
How to fill in the registration form



- Type your answer in the box under each question.



- If the question has small boxes, click the box next to the answer you want to choose.



When you have filled in the registration form, save it to your computer.



Attach it to an email and send it to this address
eventsandexhibitions@parliament.scot

If you need help to fill in the registration form



If you need help to fill in the registration form, you can

- send an email to this address eventsandexhibitions@parliament.scot
- or call this telephone number **0131 348 6933**

You can call between 10am and 5pm Monday to Friday.

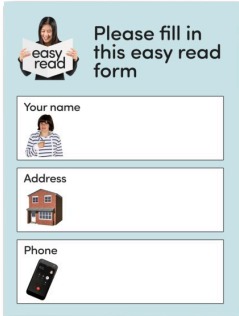
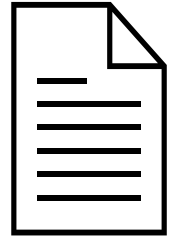


If you use British Sign Language (BSL), you can call this telephone number

0131 348 6933

using the **Contact Scotland** website contactscotland-bsl.org

Registration form



This is an easy read version of the registration form.

Question 1

What is your name?

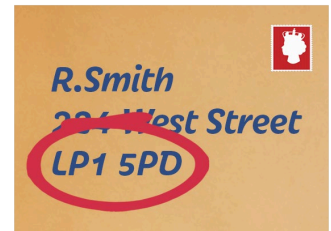
You must tell us this.



Question 2

What is your postcode?

You must tell us this.





Question 3

What is your email address or postal address?

If you want to take part in person, you must tell us 1 of these things. You can tell us both if you want to.

If you want to take part online, you must tell us your email address.



What is your email address?



What is your postal address?



Registration form



Question 4

What is your telephone number?

You must tell us this.



Question 5

Do you want to register to take part in person or online?

in person

online



If you want to take part in person, please answer **questions 6 to 10** on **pages 16 to 21**.



If you want to take part online, you do not need to answer any more questions. Go to **page 22** to read the rest of this booklet.



Question 6

What will you need to make the Summit accessible for you? Tell us about you to help us know what you will need.

Tick all the boxes that are right for you.



- I use a motorised wheelchair
- I use a non-motorised wheelchair
- The Scottish Parliament needs to give me a wheelchair to use
- I need to use lifts to get to places that are upstairs
- I can use stairs, but I need extra time to climb stairs
- I use BSL
- I need to have an electronic note taker
- I need to have a palantypist or Speech to Text Reporter
- I need induction or hearing loops
- I need my own PA or adult support to come with me on the day

Registration form



More about question 6

Tell us about anything else you will need to make the Summit accessible for you.



Question 7



The Scottish Parliament has a **crèche** for children who are between 6 weeks and 5 years old.

A **crèche** is a nursery where children can be left for a short time while adults do something else, like go to work or a meeting.



There are only a certain number of spaces in the crèche. The crèche can be used for up to 4 hours.

Registration form



More about question 7

If you come to the Summit in person, will you want to use the crèche?



Yes



No

If your answer is Yes, tell us how many children will need to use the crèche and how old they are.



Question 8



Question 8 asks about your **dietary requirements**.

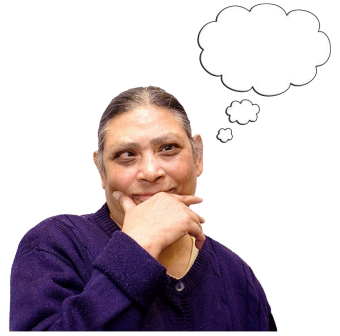
Dietary requirements are information about what you can or cannot eat, like if you have a nut allergy or you are vegan or need gluten free food.

Registration form



More about question 8

Do you have any dietary requirements you want to tell us about?



Yes



No



If your answer is Yes, tell us what your dietary requirements are.

Question 9

If we need to leave the building where the Summit happens because of an emergency, will you need help to do this?



Yes



No





More about question 9

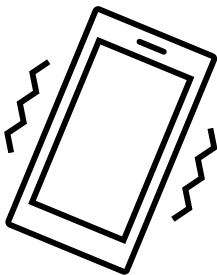
If your answer is **Yes**, tell us what sort of help you will need. This will help us make a plan for you called a **Personal Emergency Evacuation Plan**.



I will need a **vibrating pager**

I will need **mobility assistance**

I will need **accompanied evacuation**



A **vibrating pager** is a small machine that vibrates to let a deaf person know they need to leave the building.



Mobility assistance helps you leave the building if you use a wheelchair or need help to use the stairs.



Accompanied evacuation means you need another person to help you leave.

Registration form



More about question 9

Tell us more about the help you will need.



Question 10

Do you have any other accessibility needs you want to tell us about?



End of registration form

What the Scottish Parliament does with your personal information



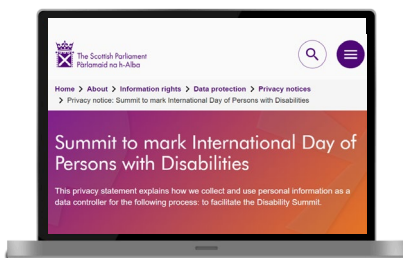
Your **personal information** means anything that lets other people know who you are, like your name or email address.



It also means information about private things like your health.



A document that says what an organisation does with personal information is called a **privacy notice**.



Go to this website to read our full privacy notice for the Summit www.parliament.scot/about/information-rights/data-protection/privacy-notices/summit-to-mark-international-day-of-persons-with-disabilities



Only people who work for the Scottish Parliament will see your personal information.



We will use your personal information to contact you and help us make the Summit accessible.



We will not put your personal information on our website.



We will delete your personal information, apart from your name and contact information, 5 days after the Summit happens.



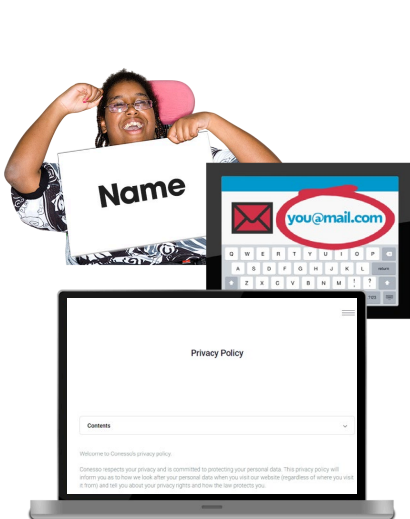
We will keep your name and contact information for up to 5 years.



We will put what you tell us in your registration form on a system called **SmartSurvey**.

Go to this website to read what SmartSurvey will do with your information

www.smartsurvey.co.uk/company/privacy-policy



We will put your name and email address on a system called **Conesso**. We will use this information to email you about the Summit.

Go to this website to read the Conesso privacy notice

www.conesso.io/privacy-policy



We will film the meeting in the Debating Chamber.

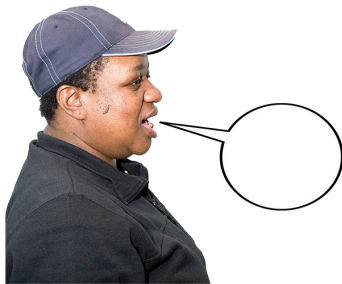
We will show the meeting live on our online TV channel.

Go to this website

www.scottishparliament.tv



You will be able to watch the film on our website after the Summit has happened.



This means if you take part in person, you might be shown on film and what you say might be recorded.



This means other people might see and hear you.



Go to this website to read our privacy notice about filming and photos
www.parliament.scot/about/information-rights/data-protection/privacy-notice/broadcasting-and-photographs

More information



If you have any questions about the Summit

- send an email to this address eventsandexhibitions@parliament.scot
- or call this telephone number **0131 348 6933**



If you want information in other languages or in British Sign Language (BSL) please just ask us.



Thank you. We hope you can take part in the Summit.