



NEXUS

Inclusivity and Accessibility Report

26 March 2024

Nexus – University of Leeds

Discovery Way

Leeds

LS2 3AA



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Welcome to the Space Investment Forum

As we begin to understand how space technologies can help us solve some of our biggest challenges, the UK Space Agency's **Space Investment Forum** exists to connect investors with the increasingly exciting and innovative UK space sector, accelerating growth and driving new business opportunities, bringing the UK into the forefront of pioneering excellence in the Space Industry.

Our team will make every possible adjustment to meet your inclusivity and accessibility needs. For your needs to be met we kindly ask that you include them in the 'Do you have any accessibility requirements?' section of the registration form once your application to the event has been approved.

This Inclusivity and Accessibility Report is to help make your day at the Space Investment Forum as straight forward and streamline as possible. If you have any questions in advance of the event, please do not hesitate to get in touch at: ben.robson@dods-events.com.

For further information about the venue you can visit the website <https://nexusleeds.co.uk/>

General Information

Assistance dogs

Assistance dogs are permitted in the venue however, this must be included on the 'Do you have any accessibility requirements?' section of the registration form as the venue needs to be notified. Water bowls are available on request in the Organisers' Office on the day of the event. We advise that you do include your request on the registration form if you will require a water bowl on the event day. There is an outside space where you can take the dogs for exercise or toileting needs.

Audio

There are induction loops in all our designated session rooms that have a PA system, but not in public and catering areas. The loop system will be identified in the rooms by the recognised International Symbol of Access. Radios and other electronic items will not interfere with the induction loops.. If you are hard of hearing, please inform us by including this in the 'Do you have any accessibility requirements?' section of the registration form. We will do all we can to find another reasonable solution if none of the above options meet your needs.

Fixtures and Fittings

Space for wheelchairs will be available in the plenary room and we will place the recognised International Symbol of Access sticker on the floor in all rooms to ensure that wheelchair users have the designated clearance space. Fixed cushion folded chairs are equipped in the lecture theatre however we will work with individual delegates who make specific requests. Requests that are more specialised, i.e. medical needs, may require the individual to provide their own adjustment solution so as not to compromise their health further.

We do not anticipate any lighting issues. Should any lights become faulty or are a concern for a delegate, we will inform the venue and do our best to rectify the situation. There is clear lighting for those who may need to lip read, or for those using interpreters on the day.

As mentioned, there is venue signage that will be supplemented with our Space Investment Forum signs to help delegates identify the rooms. These wayfinding signs will be on white paper in black, bold arial font with text size no smaller than 70pt. These signs will be positioned at a suitable height for wheelchair users, where possible.

Wheelchair Hire

Unfortunatly wheelchair hire is not available for guest use at this venue.

Venue Information

Getting to the venue

Bus

We recommend the number 5 from station B if arriving at Leeds train station. This is a 24 minute journey with 7 stops. You will get off at the LGI A&E and walk for 5 minutes to the venue.

Car

If you are arriving by car, the closest car is Woodhouse Lane, Leeds, LS2 3AX. This is a 24/7 multistorey car park and is location 5 minutes away from the venue.

Time	Day Rate
Up to 2 hours	£2.20
Up to 3 hours	£4.40
Up to 4 hours	£6.50
Up to 6 hours	£7.00
Up to 12 hours	£8.00
Up to 14 hours	£9.00
Up to 24 hours	£14.00

The car park is 7 levels, has 1240 spaces, including electric vehicle charging points on level 3 (Car Parking Charges still apply), and has a height restriction of approximately 2 meters.

Accessible parking

There are 14 accessible spaces located in the carpark.

Parking for Blue Badge Holders is free and are on levels 1 and 7.

The surface of the car park is concrete and anti-slip paint covers the pedestrian walkways at the front of the access stairs.

On Foot

Nexus is approximately 20-minute walk from Leeds train station. Accessible from Albion Street.

Taxi

The taxi drop-off point is located outside of the building. If you require a taxi please ask a member of the venue staff and they will be able to assist in calling a taxi for you. If you do require a wheelchair accessible taxi please inform the venue staff when booking this.

Alternatively you can call Amber Cars on 0113 888 8888 or book via their app. Some of Amber Cars are wheelchair accessible each of their cars are supplied with a wheelchair ramp, seatbelts and additional safety anchors therefore booking at least hour before the pick would be ideal.

A taxi from Leeds train station should cost approximately £8-£10.

If you are intending to come to the event by taxi and require assistance when alighting, please send an email to ben.robson@dods-events.com ahead of the event day to let the team know when you will be arriving.

Train

The nearest train station to the venue is Leeds Station and is a 20-minute walk from Nexus or 10 minutes by taxi.

Uber

Uber Access and Assist is available in Leeds and is an option for those who need additional assistance in standard UberX vehicles, such as riders travelling with assistance animals, those who have visual or hearing impairments, or riders with foldable wheelchairs. Ubers from the train station should cost approximately £7.

If you are intending to come to the event by Uber and require assistance when alighting, please send an email to ben.robson@dods-events.com ahead of the event day to let the team know when you will be arriving.

Access into the venue

There is a step free access via Vernon Road to Discovery Way which leads to the main entrance. The surface leading to the venue entrance is paved.

The main entrance is a revolving door with an accessible door on the left hand side which can be opened from the button at the front, once in you in the lobby there will be a double pill glass door, and if both doors are opened the width is 246cm or 97in.

If you have mobility impairments that means queuing is difficult for you, please speak to one of the Dods-Events Team and they will be happy to take you to the fast track queue.

Access around the venue

Nexus is fully accessible for wheelchair users.

There is venue signage that will be supplemented with our Space Investment Forum signs to help delegates for the best way to navigate their way around the venue. The venue signage is white writing on an orange, purple, blue or green coloured background. Some of the venue signage will also be black writing on a white background. The supplemented wayfinding signs will be on white paper in black, bold arial font with text size no smaller than

70pt. These signs will be positioned at a suitable height for wheelchair users, where possible.

Lifts

Lifts are located to the right of the reception upon entry and can reach every floor in the venue. These lifts are wheelchair friendly and will announce which floor you have arrived at. There are a total of three lifts available.

Rooms and locations

All areas and levels are accessible on the ground floor.

Ground level | Lecture Theatre; this is where the main plenary room will be held

Ground level | Atrium; this is where the catering and drinks reception will take place

Ground level | Seminar Rooms 1-3; these rooms will be used for 1-2-1 meetings and networking

Amenities

Multipurpose Room

There is a prayer/multipurpose room which is located on the third floor and this room is accessible. It will be in the 'Reflection Room' and in order to gain entry you will need to get the room key from reception, you can ask this on the day. A lift is available to use to get to the third floor.

Toilets

There are toilets and two accessible toilets on each floor of the venue. Male and Female toilets are located on the right-hand side of the ground floor when entering, and one accessible and gender neutral toilet on either side of the ground floor.

Accessible and Gender Neutral Toilets are available and are equipped with handrails and a red emergency pull cord. The toilets in the Accessible bathroom are at a height of 46cm or 18in. The sink is at a height of 69cm or 27in.

Additional Information

Programme

If you do require any presentation to be sent to you before the event for accessibility needs please email ben.robson@dods-events.com, who will ensure that you receive them two

working days before the event. However, please note that these presentations will be subject to changes.

A showguide will be given to all delegates on the day. This will include details about the Space Investment Forum as well as an agenda and other important information.

Should a delegate require the event programme in an accessible format such as large print, when registering we advise that you do include your request on the 'Do you have any accessibility requirements?' section of the registration form.

Catering

Should you have any dietary requirements or allergies please specify these in the registration form under the dietary requirements question. Straws are available from the Organisers' Office should delegates require one.

Emergencies

Evacuation of delegates in an emergency

In the event of an emergency where evacuation is necessary, the audible fire alarm system will be activated, and a message will be broadcasted via the PA system. Delegates should follow instructions from the staff and fire marshals who will lead the guests to the nearest exit. Delegates will assemble at the cherry tree at the front of the building and be asked to wait until it is safe to re-enter the venue.

The venue evacuation procedures feature a complete 'sweep/check' of the whole building to ensure that all guests have been evacuated.

Upon hearing the fire alarm from the ground floor please exit the building via the reception and take position in the park – if in a meeting room on level one, please leave via the exit to the back of the building and make your way down the hill to the park at the front of the building.

First Aid

There will be a 3 first aiders on call. If you require first aid, please speak to a member of the organisation team, or a staff member of the venue. There is a dedicated first aid room, located on the ground level called Facility Room which can only be accessed by the venue staff.

If you have any other queries or concerns about Space Forum Investment and the accessibility of the venue, please do not hesitate to contact us by emailing the team at ben.robson@dods-events.com.