How to complete the Accessibility facilities form – Meet Bristol & Bath

1. Click on the form below (also in the email) to open it in Google Forms.

Conferences, Meetings, Events*	https://bit.ly/3WHQJzf

Please note that the form title currently says 'VisitEngland Accessibility - Events, Festivals and Shows' please note that this is still the correct form to use.

Multiple listings
If you have **multiple listings** on the Meet Bristol & Bath website you will need to check the following;

    a. If the facilities are the same for all types of event you offer, e.g. conferences, summer parties, Christmas parties you only need to fill in one form per business.

    b. If you have different facilities for each type of event/listing, please fill in one form PER type and add the corresponding url for that listing on Meet Bristol & Bath (see details below on what url to add)

You can use the site search (magnifying glass icon) to find all your listings on the Meet Bristol & Bath website.

If you aren't sure which listings you have on the websites, please reach out to us at events@visitwest.co.uk and we can help.

2. Add the correct URL to the form

Please add the url of your business on Meet Bristol & Bath

PLEASE DO NOT add your own business url in here, this is important because it enables the automatic update of your facilities in our system and will not work without the correct address.

You can simply copy and paste from the url bar at the top of the page onto the form. Click into the bar at the top of the page, copy and then paste into the form.

e.g https://www.visitwest.co.uk/meet/plan-an-event/venues-search/aerospace-bristol-p2105803

3. Add the name of your Business and click 'Next'

4. Please click 'Yes' on any facilities that apply to your business

Please note that the website will only display features for your venue that you select 'yes' for, for example if you do not have facilities for assistance dogs, then no reference to this will be published.

Top tips for completing the questionnaire

• Be honest - if you have any doubt about a feature, do not tick the box. This is an important information gathering exercise and you will not be penalised if you do not have certain facilities. Even if you think you aren't accessible, please do complete the form.

• Read the guidance - follow the guidance available for each question.