**Well-designed:**

**Good table for accessibility. No summary needed.**

Table 2.4 *Title of table here any any notes or captions*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Event** | **Attendees** | **#** | **Format; Sector** | **Key developments** |
| Nov ’21 | COP26 | COP26 delegates; general public | 150 | Theatre style; Clothing | Production of multi-media content; large freestanding scoreboard |
| Mar ‘22 | Edie Sustainable Leadership conference | Sustainability practitioners | 30 | Theatre style; Clothing | Testing with industry |
| June ’22 | Simmons & Simmons LLP | Lawyers | 199 | Participative theatre; Legal/finance | Trialling a short duration (60 mins) format |
| July ’22 | Warwick University | Academics | 60 | Board game; Multiple | N/A |
| Sep ‘22 | BAM Conference | Academics | 35 | Universe; Clothing | First pilot of core game |
| Sep ’22 | Kier Construction Ltd | Middle management | 26 | Universe; Construction | Game as part of full day sustainability workshop |
| Oct ’22 | Lucion Group Ltd | Middle management | 30 | Universe; Built environment | Test of digital scoreboard |
| Dec ’22 | Cranfield University | Academics and interested organisations | 90 | Universe; Construction | Integrated digital platform for videos, voting, scoring |
| **Total** | **N/A** | **N/A** | **620** | N/A | N/A |

**The Table below would be difficult for a screen reader to follow:**

Table 1.1

|  |  |
| --- | --- |
| Sources of power | Explanation |
| *Position power* |   |
| Legitimate power | Right to speak or to decide |
| Reward power | Ability to ensure valuables for the other |
| Sanction power | Ability to harm the other/withhold valuables |
| Relational power | Access to network and powerful others |
| Information power | Holding valuable information |
| *Personal power* |   |
| Expert power | Expertise and competences relevant for other |
| Reference power | Friendship and loyalty of others |
| Charisma | Personal qualities which others admire/persuasiveness |

**Instead, split the information into several smaller more focused tables:**

Table 1.1 Position power

|  |  |
| --- | --- |
| Sources of power | Explanation |
| Legitimate power | Right to speak or to decide |
| Reward power | Ability to ensure valuables for the other |
| Sanction power | Ability to harm the other/withhold valuables |
| Relational power | Access to network and powerful others |
| Information power | Holding valuable information |

Table 1.2 Personal power

|  |  |
| --- | --- |
| Sources of power | Explanation |
| Expert power | Expertise and competences relevant for other |
| Reference power | Friendship and loyalty of others |
| Charisma | Personal qualities which others admire/persuasiveness |

Neither Table 1.1 or Table 1.2 above would require table summaries

**Poorly Designed Table**

Merged cells, invisible rules/borders, empty cells, overly large cell, inclusion of emojis, screenshots and figures. Screen reader would struggle to convey the meaning clearly.

**No title or caption supplied**

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