

Accessible Meeting and Event Checklist

Taking care to create an accessible event benefits not only individuals with visible or known disabilities, but also helps to ensure all participants , including individuals with non-obvious disabilities and/or chronic health conditions, and people of all ages and body types, are able to fully engage in the program.

Ask

1. When sending an invitation or notice, include a welcome message to let invitees know they can contact the planner regarding accommodations.
2. Include a checklist in your meeting RSVP. For example:

I will need the following accommodations in order to participate:

- Assistive listening device
- Captioning
- Reserved front row seat
- Large Print
- Advance copy of slides to be projected
- Wheelchair access
- Wheelchair access to working tables throughout the room
- Scent-free room
- Lactation room
- Gender-neutral bathroom
- Diet Restrictions. List: _____
- Other: _____

Follow up on all requests received. If it appears you will be unable to meet a specific request, follow up with the individual who made the request to determine whether an alternative arrangement can be made.

Check Venue in Advance

3. Look for accessible features when selecting a meeting/event space:
 - Visibility – Clear signage (identifying location and directions), well-lit meeting space and adjacent areas; projection screen is visible from all seating
 - Acoustics – The public address system works, roving microphones are available and work, limit unnecessary background music, provide seating near the presenter for lip reading, provide assistive listening devices, is there a well-lit space for an interpreter, if needed.
 - Mobility – Provide accessible parking near the venue, accessible restrooms, barrier-free pathways, no loose cables in walking areas, wide doorways and aisles to accommodate wheelchairs/scooters.
 - Technology – Electrical outlets in accessible seating areas to accommodate devices, laptops, assistive equipment, etc.
 - Service Animals – Comfortable space for service animals to rest during the event, accessible toileting and watering facilities nearby.

At the Event

4. Ensure that presenters are aware of the host organizations commitment to providing an inclusive meeting/event and ask them to prepare and deliver their presentations with accessibility in mind.
 - Designate – At large events or events with scheduled accommodations, designate someone to be responsible for overseeing accommodations (e.g. seating, ensuring captioning and other technology is working, maintaining clear pathway, wayfinding, etc.)

- Presentations – Provide presenters with a checklist requesting they submit materials in advance so they can be:
 - ✓ Forwarded to individuals who may not be able to view screens or flip charts
 - ✓ Verbally describe visual materials (e.g. slides, charts, etc.)
 - ✓ Have printed copies available (in larger font)
 - ✓ Avoid using small print on presentations
 - ✓ Ensure speakers, including those asking questions, always use a microphone
 - ✓ Activate captions on any video used in the presentation
 - ✓ Encourage hourly breaks

- Q & A – As presenters to repeat questions from the audience before responding, especially if there is not a roving microphone available. Presenters or audience members may express confidence that they are loud enough and do not need a microphone. Regardless, ask them to speak into the microphone.

- Food – Clearly indicate allergens and gluten-free, vegan, vegetarian, or other options.