

Accessible Meeting & Event Checklist

Taking care to create an accessible event benefits not only individuals with visible or known disabilities, but also helps to ensure that all participants/attendees, 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 your program.

ASK!

When you sent out the invitation or request for **RSVP**, include a welcome message to let invitees known that you can contact the planner regarding accommodations. An example, the Office of Student Involvement has the following verbiage on all of their posters:

"We strive to make our events accessible for all attendees. Please contact xuinvolverment@xavier.edu if you have an accessibility request for accommodation."

Another approach is to include a checklist in your meeting **RSVP** process. For example:

I will need the following accommodations in order to participate:

- ☐ *Assistive listening device*
- ☐ *Captioning*
- ☐ *Reserved front row seat*
- ☐ *Large Print*
- ☐ *Advanced copy of slides to be projected*
- ☐ *Wheelchair access*
- ☐ *Wheelchair access to working tables throughout the room*
- ☐ *Scent-free room*
- ☐ *Lactation room*
- ☐ *Gender Neutral Bathroom*
- ☐ *Dietary Restrictions/Allergies:*

☐ *Other:* _____

Make sure you follow up on all requests received. If it appears you will be unable to meet a specific request, follow up with the individuals who made the request to determine what alternative arrangement may be made.

CHECK VENUE IN ADVANCE

Look for these features when inspecting your meeting/event spaces:

☐ **VISIBILITY: CONSIDER THOSE WITH IMPAIRED SIGHT**

- Clear signage identifying location and directions
- Well-lit meeting space and adjacent areas
- Projection screen visible from all seating

☐ **ACOUSTICS: CONSIDER THOSE WITH HEARING IMPAREMENTS**

- Public Address (PA) systems
- Roving microphone
- Limit unnecessary background music
- Seating available near printer for lip reading
- Availability of assistive listening devices
- Well-lit space for interpreter, if needed

☐ **MOBILITY: CONSIDER THOSE WITH MOBILITY IMPAREMENTS**

- Accessible parking near venue
- Proximity to bus stop
- Ramp and/or elevator access
- Accessible bathrooms
- Barrier-free pathways
- Wide doorways and aisles
- No loose cables across walking areas

☐ **TECHNOLOGY: CONSIDER THOSE WITH ADAPTIVE DEVICES**

- Electrical outlets in accessible seating areas
- Extra space or work surfaces
- Zoom provides accessibility options

☐ **SERVICE ANIMALS: CONSIDER ACCESS & SPACE FOR SERVICE DOGS/HORSES**

- Comfortable space for service animals to rest
- Accessible toileting and watering facilities

AT EVENT

Ensure that presenters are aware of your organizations commitment to inclusivity and ask them to prepare and deliver their presentations with accessibility in mind.

□ DESIGNATE

At larger events or events with scheduled accommodations, designation someone to be responsible for accommodations as well as help with seating, ensuring captioning and other technology is working, maintaining clear pathways, or other needs.

□ PRESENTATIONS:

Provide presenters with a checklist requesting that they: submit materials in advance so that they can be forwarded to individuals who may not be able to view screen or flips charts; verbally describe visual materials (i.e. Slides, charts, etc.); have printed copies available in larger font; avoid using small print on presentations that cannot be seen from a distance; ensure speakers use a microphone; activate captions on any video used in the presentations; encourage hourly breaks; organization group activities to maximize distance between groups (i.e. each group going to a corner of the room or side rooms); having someone onsite who help to ensure follow-through on all of the above.

□ QUESTIONS & ANSWERS

Make sure to repeat questions posed by audience before responding, especially if there is not a roving microphone. Presenters and audience members may express confidence that they are loud enough and do not need a microphone; ask them to speak into one regardless.

□ FOOD

Clearly indicate allergens on all food offered. Provide gluten-free, vegan, vegetarian, or other options.