

Planning Accessible Meetings and Events

Quick Reference Checklists

This document provides an overview of what to consider when planning accessible events. For a more detailed resource, please see the *Guide to Planning Accessible Meetings and Events*.

✓	Scheduling
	Start and end times allow time for accessible transportation to and from event.
	Event agenda allows adequate time at beginning of agenda to identify available disability support services, and remind participants about logistics related to accessibility.
	Event agenda allows adequate time at breaks and between sessions for people with disabilities to access refreshments and washrooms, and transition between meeting spaces.
	Where possible, event date does not conflict with another event that many people with disabilities and disability support and service providers may be attending.
	Disability support and service providers are booked well in advance of event.
	Arrangements for the development of alternative versions of communications materials are made well in advance of event.

✓	Venue
	Venue is close to accessible public transit stops, and has clear, level, short paths between transit stops and the venue.
	Accessible parking spots are available (with slip-resistant, level access, close to building entrance). If the number of accessible parking spaces is limited, the location of the nearest additional accessible parking has been noted.
	Entrances (especially main entrance) to building is equipped with automatic doors wide enough to accommodate wheelchairs and scooters. If the main entrance is not accessible, a clearly visible sign indicates the location of an accessible entrance.
	All building entrances are well-maintained (e.g., snow shoveling to bare pavement and de-icing in winter).
	Doorways to meeting rooms have automatic door openers, and are approximately 1-metre wide to accommodate wheelchairs and scooters.

	Meeting rooms have adequate lighting in area where presenters are situated and participants will be seated.
	Room capacity figures have been adjusted down to account for assistive and mobility equipment. (For example, if 10% or more of participants are expected to use mobility aids, plan for 30% additional space.)
	Routes of travel (e.g., hallways and paths) to and from all event areas are wide and barrier-free (e.g., no steps or sudden changes in level or flooring).
	Public elevators are accessible (i.e., large enough to accommodate power wheelchair and scooter users, and equipped with auditory floor indicators, door sensors, and control panel buttons with braille indicators at an accessible height). If the event will take place on several floors, the building has enough elevator capacity to transport attendees who cannot use stairs or escalators.
	Accessible washrooms are available and close to meeting room and dining area. Washrooms should have raised tactile symbols or braille lettering, an automatic door opener, and at least one accessible stall. There should be enough accessible washrooms to accommodate the expected number of attendees.
	Refreshment and reception areas are near the main event rooms and have accessible washrooms nearby.
	Outdoor access to allow participants to walk/relieve their guide or service dogs during breaks.
	The venue's emergency evacuation plans take persons with disabilities into account.
	No renovation or construction work scheduled during the event date(s) that might affect accessibility
	Venue staff are trained in providing accessible customer service.

✓	Promotions and Registration
	A range of registration options is provided (online, telephone, text phone, email, TTY).
	Options for providing input (e.g., if planning a consultation) are clearly presented, with alternative formats accepted (i.e., in person, by phone or videoconference, paper or email submissions, or ASL via video logs (VLOG)).
	Event website is accessible.
	All communications use plain language.
	Pre-meeting and registration materials are offered in alternative formats such as braille, large print, text-only saved to USB.

	Registration includes a request for participants to identify accommodation needs (see Appendix 1), with one designated person identified to coordinate these requests. A deadline to submit these requests is clearly communicated.
	Barriers that cannot be eliminated, and suggested alternatives, are communicated in promotions and registration materials.
	Promotional and registration materials state that the event is accessible, will provide accessible meeting materials, and strives to be scent-free.
	Information related to the availability and location of accessible parking spots and proximity of transit stops is provided.
	When possible, participants are provided with the event agenda in advance.

✓	Communications and Accommodations
	Websites and web-based meeting materials are accessible (e.g., HTML or Word documents, accessible PDFs, ASL /audio versions).
	All communications use plain language, are written using minimum 12-point, legible font (such as Arial or Verdana), and follow the CNIB's Clear Print Guidelines .
	<ul style="list-style-type: none"> All PowerPoint presentations use a minimum 22-point, legible font, such as Arial or Verdana. Slides use dark coloured text over a plain, light background.
	Meeting materials are prepared in alternative formats, including braille, large print (Arial or Verdana, 18-point font), text-only (Word docs) and audio versions of documents on USB drives. The anticipated audience is considered when developing alternative format documents.
	Promotional and registration materials state that the event materials are available in alternative formats and how to obtain them.
	Sign language interpreters have been booked and sent the agenda and all other relevant materials ahead of the event.
	Real-time captioning (CART) has been arranged and sent the agenda and all other relevant materials ahead of the event.
	Options for last minute and on-site requests for accessible communications and accommodations have been explored.

✓	Room Set-Up
	Space for ASL interpreters and captioning equipment is designated and in areas with adequate levels of lighting.
	Clear sightlines are established for people using ASL interpreters and CART.
	Seats at the front of the room are reserved for participants who are deaf, hard of hearing or have low vision.
	Area where presenters are situated and participants will be seated are well lit.
	If slide presentations or videos are used, the images are projected high enough to be fully visible to all seated attendees.
	Sufficient space is provided to allow circulation and seating for the anticipated number of participants who use wheelchairs, scooters, guide/service dogs or other mobility aids.
	Seating arrangement is designed with multiple seating options for participants using wheelchairs, scooters, guide/service dogs, or other mobility aids. More than just one seat has been removed in these spaces to accommodate the turning radius of these devices. (For sample accessible floor plans, visit the ADA National Network Initiative website)
	Aisles are sufficiently wide (a minimum of 38 inches) to ensure ease of passage of wheelchairs and scooters. When possible, both horizontal and vertical aisles are established to improve access and flow.
	Microphones are available for speakers and participants so participants can adequately hear proceedings.
	Microphones are adjustable, and there is a clear path for people to move to and from microphones. (For the audience, hand-held microphone is a more accessible option than a standing microphone.)
	Cables, wires, and microphones are well secured and away from aisles and other traffic areas.
	Speaker podium is at ground level or accessible via ramp or lift. Speaker podium height is set at, or can be adjustable to, 29-34 inches.
	Room is free of distracting background noises, such as ventilation systems or sound from adjacent rooms.
	If water is available for presenters or attendees, bendable straws and cups with handles are provided for persons with limited hand/ grasping mobility.
	Tables for displays, materials and food/beverages are be in an accessible area, and at a height that is accessible for persons using wheelchairs or scooters (28-34 inches).
	Water dishes are provided for service/guide dogs.

✓	Chairing/ Moderating
	Participants advised of services available (e.g., sign language interpretation, attendant care, note taking, captioning).
	Accessibility service providers identified to anyone requiring assistance.
	Participants reminded to identify themselves each time they speak for the benefit of participants who are blind or partially sighted, and to assist remote CART providers identify who is speaking.
	Participants informed of the nearest emergency exits and accessible restroom facilities.
	Participants reminded to use the microphones provided.
	All presenters reminded to speak clearly and at a moderate pace so information is easier to communicate to interpreters, intervenors, note takers and captioners. Presenters reminded to describe any visual/graphic references in their PowerPoint presentations for the benefit of participants who are blind or have low vision.
	The content of the agenda and handout materials briefly described, and meeting breaks and any content or scheduling changes clearly identified.
	Participants and speakers advised to minimize any interruptions that may interfere with the work of interpreters, intervenors, captioner and note takers.
	Participants advised that interpreters say everything that is signed, and sign everything that is said; they will not add words, edit, or censor a conversation.
	During question and answer periods, participants asked to state their name before beginning and to speak slowly and clearly. Time is allowed for people to respond and express ideas at their own speed.
	Participants reminded that the event strives to be scent-free.