

Meeting Accessibility Checklist

When hosting a meeting, have you considered:

- Giving as much notice as possible to allow people to arrange transportation and disability supports (at least two weeks in advance)?
- Conducting a pre-registration for the meeting to ensure all accessibility needs of registrants are available?
- Including information about the accessibility of the event on all notices?
- Asking people, on all notices, to identify if disability supports, such as American Sign Language (ASL) Interpreters and Real Time Captioning are required?
- Booking ASL Interpreters as soon as you confirm the date for the meeting (at least two weeks in advance)?
- Holding the meeting in a location close to public transportation with an accessible entrance and a working elevator?
- Ensuring that there is a clearly visible sign indicating the nearest accessible entrance, if the front entrance is not accessible?
- Ensuring that accessible entrances are well lit and not isolated?
- Having the meeting in a location with enough accessible blue zone parking spots close to the entrance?
- Putting large print, clearly visible signs in the lobby to direct people to the meetings?
- Ensuring there is a wheelchair accessible bathroom close to the meeting room?
- Whether or not tables are high enough to allow a wheelchair user to move underneath?
- Using Real Time Captioning for people who have significant hearing loss?
- Ensuring there is no distracting background noise?

- Ensuring all cables are well secured and away from access routes?
- How to arrange seating in the space so that people using ASL or people who read lips can see each other and communicate freely?
- Reserved seating for those needing ASL or Real Time Captioning?
- Providing alternate formats for notices, information given ahead of time, and handouts for the meeting (large print, Braille, audio CD)?
- Captioning all your videos and including an audio description of them?
- Verbally describing any visual information presented?
- Providing a water bowl for service animals?
- Providing a suitable area for service animals to relieve themselves?
- Providing a volunteer to walk service animals?
- Ensuring a scent-free environment?
- Keeping the meeting brightly lit for good visibility?

Sources:

1. ILRC Event Accessibility Checklist
2. Government of Ontario, "Planning an Accessible Meeting", from http://www.mcsc.gov.on.ca/en/mcsc/programs/accessibility/understanding_accessibility/planning_meeting.aspx