

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 the program.

1. Ask!

When you send out the invitation or notice, include a welcome message to let invitees know they can contact the planner regarding accommodations. Your message might include text such as:

“We strive to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. To be respectful of those with allergies and environmental sensitivities, we ask that you please refrain from wearing strong fragrances. To request an accommodation or for inquiries about accessibility, please contact (name, email, phone).”

One or two days before your event or meeting, send out a reminder about refraining from wearing strong fragrances.

Another approach is to 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 room
- Scent-free room
- Lactation room
- Gender neutral bathroom
- Diet Restrictions. List: _____
- 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 individual who made the request to determine whether an alternative arrangement can be made.

2. Check Venue in Advance

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

- 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 (if using projection).
- Acoustics: Consider those with hearing impairment.**
Public address (PA) system; roving microphone; limit unnecessary background music; seating available near presenter for lip reading; availability of assistive listening devices. Is there well-lit space for an interpreter if needed?
- Mobility: Consider those who may be in a wheelchair or have other mobility impairments.**
Accessible parking near the venue; proximity to bus stop; ramp and/or elevator access; accessible bathrooms; barrier-free pathways; wide doorways and aisles to accommodate wheelchairs/scooters; no loose cables across walking areas.
- Technology: Consider those who may need to use adaptive devices.**
Electrical outlets in accessible seating areas to accommodate devices, laptops, etc.; extra space or work surface.
 - Zoom:** Zoom provides accessibility options, please visit the website for assistance in making this option more accessible: <https://zoom.us/accessibility>
 - Service Animals: Consider access and space for service dogs.**
Comfortable space for service animals to rest during the event; accessible toileting and watering facilities nearby.

3. At Event

Ensure that presenters are aware of SUNY Broome's commitment to disability, and to ensure inclusive meetings ask them to prepare and deliver their presentations with accessibility in mind.

- Designate**
At larger events or events with scheduled accommodations, designate 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 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 that can't be seen from a distance; ensure speakers (including those asking questions) always use a microphone; activate captions on any video used in the presentation; encourage hourly breaks; and organize breakout group activities to maximize distance between groups (e.g. each group going to a corner of the room or side rooms). Have someone onsite who helps to ensure follow-through on all of the above.

Q&A

Make sure to repeat questions posted by 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 utilize one.

Food

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

4. Questions?

Have questions about accommodations or accessibility for your event? Visit the [SUNY Broome Accessibility website](#) or contact Events Planning at events@sunybroome.edu.

Other useful websites that can help make your event or large meeting inclusive:

- **Making Your Webinar Accessible**
<http://aea365.org/blog/angie-aguirre-on-making-your-webinar-accessible/>
- **Accessible Webinar Best Practices**
<https://www.fda.gov/AboutFDA/AboutThisWebsite/Accessibility/ucm214503.htm>
- **How to Design and Deliver an Accessible Webinar**
http://accessibilityonline.s3.amazonaws.com/archives/2014-02-19%5EHow_to_Design_and_Deliver_an_Accessible_Webinar%5EHandout_2_Slides_Paper_Page.pdf

Adapted from [Cornell University's Accessible Meeting and Event Checklist](#).