

# Accessible Meeting Checklist

## Planning a Meeting

- Plan ahead of time to ensure accessibility needs are met
- Assign responsibility for accessibility planning
- Location has visual fire alarms
- Invitation and promotional materials in alternate formats
- Event website is accessible
- 'Event Accessibility Accommodation' form** completed
- 'Accessibility Accommodation Request' form** attached with invitation
- Assistive Devices** requested
- 'Contracted Services Booking' form / 'ASL Interpreter Booking' form** completed
- Location serviced by accessible or parallel transit services
- Recent renovations or current construction impacting accessibility
- TTY / Bell Relay service
- Staff trained in disability awareness
- Water bowl and relieving area for service dogs
- Adequate logistics for support persons and service animals

## Invitations and promotional materials

- Invitations and promotional materials identified with the International Symbol of Accessibility and other accessibility symbols
- Invitations in alternate formats (Braille, on audiotape, via e-mail, in large print, on computer disk)
- Conference website available for people who use screen readers
- Signs specific to the event are created in clear / large print

## Signage

- Signs for the street address or building name visible from the street
- Signs are well lit during evening events

## External Environment

- Clearly marked signs written in large print & illuminated if necessary
- Sufficient accessible parking spaces
- Designated parking spots are firm, slip-resistant & close to entrance
- Curb cuts and/or level access to enter building
- Adequate snow removal
- Path of travel from parking lot to building barrier free, non-slip, few or no stairs, even level
- Wide ramps with gradual slope and handrails
- Sidewalks separate from roadway
- Location serviced by accessible/public transit

- Drop off area at the front of building

### **Entrances & Lobbies**

- Wide doorways to accommodate mobility devices/guide dogs
- Lightweight doors with large handles or automatic door openers
- Entrances do not lead to blocked doors with buzzers or bells that must be pushed to permit access
- Entrance well-lit and centrally located
- Telephone low enough for person with wheelchair/scooter
- Counter service area for person with wheelchair/scooter
- Large and clear signage indicating meeting room within the building
- Signs mounted at a comfortable height for people with wheelchairs
- Staff / volunteers available at doorways to give directions or assist

### **Elevators**

- Elevators large enough to accommodate mobility devices/guide dogs
- Elevators close to meeting facility
- Control panel at appropriate height
- Braille buttons, raised numerals
- Auditory signal, sound and/or light signals
- Additional signage clearly marked and at suitable height
- Visual cue system to alert people who are deaf or hard of hearing

### **Washrooms**

- Close proximity to meeting
- Doors equipped with automatic or push button door opener
- Doors have raised (tactile) male or female sign or Braille lettering
- At least one accessible unisex washroom on the same floor as event
- Large enough to accommodate equipment
- At least one stall large enough to accommodate equipment
- Stalls have grab bars and raised toilet seats
- Signs clearly marked
- At least one accessible sink; easy to operate handles, accessible height
- Reachable faucets

### **Hallways & Corridors**

- Wide enough to accommodate passage of equipment/guide dogs
- Interior doors easy to open
- Smooth, non-slip floors
- Adequate lighting
- Stairs have handrails on both sides
- Visual fire alarms

## **Meeting Rooms**

- Meeting room located on the building entry floor
- Large enough for circulation, accommodate seating & mobilization of all individuals and their equipment
- Easy to navigate to – ideally on the 1<sup>st</sup> floor
- Refreshments and meals provided in an accessible location
- Refreshments service in lightweight & easy to use containers or dishes
- Speaking areas (podiums, stages) accessible to presenter and audience
- Check for noise levels, ventilation systems
- Accessibility related to window coverings, taped down cables & wires
- Equipment positioned in the least restrictive spot
- No visual distractions
- Well-lit space and seating for sign language interpreter/captionist
- Appropriate drapery to provide reduction of light/glare from windows
- At least one telephone that can be used for person who is seated

## **Meeting Contents and Materials**

- Promotional materials have appropriate international symbol(s) of accessibility printed in obvious location
- Materials available in formats that are required based on the needs of your audience (i.e. Braille, large print, electronic)
- Materials easy to read with:
  - Colour contrast (i.e. black on white)
  - Minimum of 14 point size
  - Simple font choice (i.e. Arial)
  - Non-glossy paper

## **Refreshments & Dietary Arrangements**

- Bendable straws, lightweight cups within easy reach for individuals using wheelchairs or scooters
- Sugar-free drinks and desserts for those with dietary concerns
- Assign someone to assist with food and drink
- Suitable and/or adjustable table heights