

ACCESSIBILITY MATTERS!

MEETING & EVENT PLANNING



We have a legal and moral obligation to ensure one's experience at a meeting or an event can be equally enjoyed by all.

It's a good idea to do some advanced planning and ensure that accommodation needs of people with disabilities are considered ahead of time. Encourage universal design that everyone can use!

SITE SELECTION

Ensure those who use a mobility device (wheelchair or scooter) can access the venue and have access throughout. Is it a barrier-free path of travel to the meeting entrance? Are there designated parking spots as well as accessible seating for people with disabilities? Make sure that things like garbage cans and sandwich boards are arranged so it's not obstructing people's devices. Check if surfaces are level, firm and stable and no loose mats. Are ramps or elevators, or automatic doors available? Is there an accessible washroom available and that a person using a wheelchair can reach the sink, soap and paper towels?



CONTENT & INFORMATION

Ensure the agenda, advertisement, and signage is accessible. Make sure registration and ticketing processes are inclusive. Ensure invitations and promotional material about your event are provided in alternate formats if requested (i.e. Braille, on audiotape, via e-mail, or in large print). Presentation considerations include ensuring slides are in an accessible size, font and color. Use a microphone, speak slowly and describe images that are projected on the screen. Be thoughtful about access ramps onto staging, podium adaptability and the microphone height.

BE SENSITIVE

Room cleaners and scents can present serious health risks to those with sensitivities. Eliminate the risk by considering a no-scent meeting, including asking attendees to refrain from overuse of perfumes

FOOD & BEVERAGE CHOICES

Provide an opportunity for participants to indicate their dietary needs on any registration form or invitation to an event where meals are being served. High tables, buffets or beverage condiment stations that are out of reach and don't allow all attending to participate fully and with ease. Be mindful of the difficulties a buffet or two-handed reception food might present to someone using crutches or with a cane, as well. Consider seated functions, or ensure staff are on-hand to provide help.

INCLUSIVE

Remember to create or reserve areas with enough room for mobility devices, support persons, and service animals. They work to make life easier for people with disabilities and should always feel welcomed.



