

Accessible Meeting and Event Checklist Starting Guide

-  Ensure in-person location is accessible, and seating is flexible
-  Design the agenda to be inclusive and engaging for all participants.
-  Include a mix of presentation styles, such as interactive activities, group discussions, and hands-on demonstrations.
-  Establish and communicate clear expectations and guidelines for participation, including how to request accommodations and report any accessibility concerns.
-  Provide documents and agenda ahead of the meeting whenever possible to allow participants to prepare.
-  Use clear communication. Plain language and clear, concise communication ensure everyone can understand.
-  Provide materials in multiple formats as needed (large print, Braille, digital).
-  Minimize the use of jargon and acronyms, especially if the meeting is with people from outside the industry.
-  Use visual aids, such as charts, diagrams, or images, to supplement spoken information and support comprehension for those who may have difficulty with auditory processing.
-  Be mindful of assistive technologies (e.g. screen readers, enlargement apps, closed captioning) and support computer and phone based listening and speaking.
-  Provide ASL interpreters with a location in the meeting that keeps them visible with the attendees.
-  Schedule regular breaks and provide options for participants to request accommodations, such as additional time, alternate formats, or modified materials.
-  Be mindful of sensory needs by minimizing loud noises, strong smells, or bright lights. Offer a quiet room or designated space where participants can take breaks if needed.