

# 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 and 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
- ☐ Low 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