

In-Person Meetings Accessibility Checklist

Start by Asking Questions

Engage community partners to understand the needs and preferences of the communities you seek to engage:

- Find out if a location is safe and welcoming
- Verify your meeting date and time does not clash with any cultural or religious events
- Learn about meeting norms of the community, such as sharing pronouns or offering land acknowledgments

Take Time to Verify Access

Ensure everyone can get to your meeting:

- Chose a location near public transportation stops or provide access to transportation
- Check for a parking lot or ample street parking, including sufficient accessible parking spots
- Verify your location includes curb cuts, ramps, and accessible doorways and elevators

Take Time to Question the Space

Make sure everyone can get in and move around in your space:

- Choose a space near the entry and close to accessible bathrooms, when possible
- Create ample aisle space
- Eliminate trip or fall hazards
- Provide enough accessible tables and chairs for your participants
 - Including wheelchair accessible tables (no taller than 34 inches and no less than 28 inches from the floor), eliminating raised platforms for food, and not making assumptions on where people in wheelchairs should sit

Pro tip!

This checklist lays out an important foundation, but accessibility isn't static. Be ready to be flexible and responsive. Be sure to engage your partners with disabilities on what accessibility looks like to them.

Arrange Accommodations

Determine accommodations based on conversations with community partners and participants, such as:

- Set up microphones and a speaker system
- Find a space with non-florescent lighting
- Adapt meeting material handouts (e.g. Braille, large print, Spanish language, etc.)
- Hire and budget time for interpreters
- Organize transportation, caregiver stipends, and/or child care options

Communicate

Give participants the information they need to actively engage:

- Communicate with participants and share meeting materials in advance
- Send out clear directions on how to get to the building and meeting room
- Make signage or attendants available to guide individuals to the meeting room

Make Your Space Enjoyable

Increase satisfaction with your events:

- Schedule breaks into your agenda
- Budget for refreshments
- Ask about dietary restrictions, allergens, and meal accessibility standards such as providing straws

Establish Inclusive Meeting Norms

Be clear about meeting norms upfront to set the tone:

- Provide name tags and make introductions to ease communication
- Collaborate on explicit meeting guidelines that normalize and encourage:
 - Breaks for personal care or religious or spiritual practices
 - Breaks to support sensory needs, such as a need for change in lighting, noise, or movement
 - Learning at one's own pace and creating a safe space for questions
 - Expressing needs as they arise