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

Updated August, 2016
☐ 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
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-☐ Staff / volunteers available at doorways to give directions or assist

-☐ 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

**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 1st 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