

Checklist for Meetings to Accommodate People With Disabilities and Other Access and Functional Needs

Here is a simple checklist to use when planning accessibility for your meetings, courses, conferences, or other training events. In addition to checking YES or NO for each item, the list can be used for sharing feedback with event planners or committees, as well as for enhancing accessibility at future events. **NOTE:** For more detailed checklists, check with a facility or institution's Americans with Disabilities Act (ADA) coordinator – or visit one of the resources listed previously.

YES NO

- _____ _____ Have **individuals with disabilities or an ADA coordinator** been involved in planning the event?
- _____ _____ Has the **location been checked for outdoor accessibility** concerns, including signage, transport, parking, pathways, and ramps?
- _____ _____ Has the **facility been checked for indoor accessibility** concerns, including signage, entrances, hallways, washrooms, and elevators? (Note: If applicable, consider accessibility for sleeping rooms.)
- _____ _____ Do **room set-ups accommodate participants with limited mobility**, including individuals using wheelchairs, scooters, crutches, or guide dogs?
- _____ _____ Are participants invited to **request any necessary accommodations** on invitations, brochures, registration forms, and other promotional materials?
- _____ _____ Are **universal accessibility symbols** utilized on materials and signage?
- _____ _____ Are **education presentations and materials offered in accessible formats** for those with hearing and/or visual impairments?
- _____ _____ Do **meals and breaks accommodate those with special dietary and physical needs**, such as individuals with diabetes or those using wheelchairs?

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