

Meeting Accessibility

Accessible Locations

It is helpful to visit potential sites with someone who has a disability to see it from their viewpoint. Here are some important considerations when choosing an accessible facility.

- Are addresses and outdoor signage clearly visible and well lit at night?
- Is any renovation or construction work scheduled during the time of the event?
- Can attendees get to the event using accessible mass transit?
- Is the number of accessible parking spots sufficient for attendees with disabilities?
- Is there a barrier-free path from the parking lot or drop-off area to the meeting entrance?
- Are the ramps gradual in slope, and do they have handrails on both sides?

Accessible Information

In addition to accessible facilities, participants with disabilities may need adapted information. Consider the following issues:

- Do invitations and materials about the event include accessibility symbols?
- Do promotional materials and registration forms invite participants to request any specific access requirements they may have?
- Are printed materials available in alternative formats as necessary? (Example: large print or Braille)
- Can arrangements be made for a sign language interpreter and/or a real-time captioner for participants who are deaf or hard of hearing?

Accessible Indoor Facilities

Indoor accessibility is equally important. A site visit with someone with a disability or facility ADA coordinator can be very helpful. Here are some other important issues:

- Are entrances wide enough for wheelchairs and/or scooters? Are they well lit and away from isolated areas?
- Is signage large enough for people with low vision? Is it mounted at appropriate heights for people who use wheelchairs?
- Are there enough accessible washrooms located near the meeting rooms?
- Is the meeting room large enough to provide circulation and seating for participants who use wheelchairs, scooters, guide dogs, or mobility aids?
- Is accessible seating available throughout the meeting space?

Meeting Accessibility, continued

Accessible Meals and Breaks

Making meals and breaks accessible to all participants involve two main considerations - the types of food/beverages served and how they are served. Other considerations can include:

- Are participants able to indicate any meal accommodations when registering for the event?
- Are sugar-free beverages, juices, and water available for people with dietary concerns, such as diabetes?
- Are bendable straws and lightweight cups available within easy reach of people using wheelchairs or scooters?
- If food is provided buffet style, will someone help serve people who have visual and/or physical disabilities?



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