Checklist for Inclusive

Events & Meetings



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Meetings and events are critical for presentation, consultation, sharing information, gaining insights and feedback, and mediation. This checklist provides a simple way to ensure everybody can attend and participate in your event or meeting, irrespective of how formal or informal.

The checklist below is designed to provide an overview of considerations. It is designed to provide some prompts and common activities required to make events and meetings inclusive. The best way to ensure you are catering for audience needs is to ask them and consider many alternatives to cater for different needs. And remember the best method of preparation is to run through the event proceedings first with colleagues.

This checklist is a resource developed and maintained by the Centre for Inclusive Design. We welcome feedback and contributions. If you feel something is missing, please contact the Centre for Inclusive Design at [practice@cfid.org.au](mailto:practice@cfid.org.au).

# Accessibility Statement

This document was created from an accessible Microsoft Word template using accessible content principles, checked for accessibility and is verified as being accessible to users of assistive technology. If you experience issues, accessing the content contained within this document or have some usability feedback you would like to share, please contact the authors at Centre for Inclusive Design by phone on (02) 9212 6242 or by email on [practice@cfid.org.au](mailto:practice@cfid.org.au).

# Location and Venue

If the meeting is in a physical location, aim to use a venue that complies with Australian Building codes {link}. Here are a few ways to check.

* Choose a venue that can be accessed via a ramp, is clearly visible and accessible for public transport, taxis and cars.

☐Yes ☐No ☐N/A

* Ensure entrances are clearly signed and doors, ramps, lifts, and hallways can accommodate wheelchairs and mobility scooters.

☐Yes ☐No ☐N/A

* Does the venue have an automatic door? Ensure automatic doors are working appropriately and are 900 – 950mm wide. An alternative may be to have someone available to greet people and open swing door.

☐Yes ☐No ☐N/A

* Is the venue aware of requirements around service animals in Australia? (Provisions around service animals: water, place to go to the toilet)

☐Yes ☐No ☐N/A

* Are there accessible bathrooms? Check that the bathrooms can easily be accessed, are clean and functioning.

☐Yes ☐No ☐N/A

* Check the area is free from distracting noise, such as adjacent rooms, traffic and ventilation systems.

☐Yes ☐No ☐N/A

* Ensure the venue can cater for invited attendees and carers or companions (if required).

# Online Events and Meetings

* Ensure the video conferencing/webinar software you are using is as accessible as possible with features complying with the Web Content Accessibility Guidelines (WCAG) 2.0.

☐Yes ☐No ☐N/A

* If possible, choose software that does not require attendees to download a plug-in to access the software. Some people with disabilities cannot download software without help and some attendees may not be able to download software from work computers.

☐Yes ☐No ☐N/A

* Test software before the event. Make sure multiple people can access the software.

☐Yes ☐No ☐N/A

* Provide an alternative if attendees cannot access the software. Can they dial in by phone, or use a chat facility?

☐Yes ☐No ☐N/A

* Identify protocols for speaking at the beginning of the meeting.

☐Yes ☐No ☐N/A

Platform options for online meetings and events:

* Zoom – Zoom provides some accessibility options and features. <https://zoom.us/accessibility>
* Google – Google Hangouts provides some information on accessibility features for those with a Google account. <https://www.google.com/accessibility/products-features.html>
* GoToMeeting – May require a plug-in download. Provides an easy to use interface and would need testing as there is no information on accessibility features or configuration.
* WebEx – May require a plug-in download but is used by the W3C. WebEx accessibility features. <https://collaborationhelp.cisco.com/article/en-us/cfojgdb>
* Skype – Requires an app or plug-in download. Skype provides information on accessibility features. <https://support.skype.com/en/faq/FA12371/what-accessibility-features-are-available-for-skype>

# Communications and Promotions

* Make event information and materials available in a variety of alternative formats, such as, braille, large print, audio/video, email.

☐Yes ☐No ☐N/A

* Promotion on social media should include accessibility, such as description of images, accessible hashtags, captioned videos and accessible formats. ☐Yes ☐No ☐N/A
* Website information and materials need to be in an accessible format.

☐Yes ☐No ☐N/A

* Ensure e-Newsletters and event updates sent to mailing lists are in accessible formats.

☐Yes ☐No ☐N/A

* Ensure signage and onsite banners have good colour contrast and are easy to read from several meters away. Also, make sure signage is placed in logical areas.

☐Yes ☐No ☐N/A

# Invitations

* Ensure digital invitations are in an accessible Word, PDF or email format. Also ensure physical invitations have good colour contrast and information is easy to read. You may wish to identify the accessibility adjustments available, so attendees feel comfortable with disclosing their needs.

☐Yes ☐No ☐N/A

* Provide information on how to access the venue, including, venue drop off points, accessible parking, public transport and walking directions.

☐Yes ☐No ☐N/A

* For event registrations or RSVPs, ask attendees if they have any particular accessibility requirements. This ensures adjustments can be managed as a part of the event.

☐Yes ☐No ☐N/A

* Provide a range of alternatives for attendees to register or RSVP for the event – by phone, email, in person or online. Many online event registration tools are not accessible and people with disabilities can find them difficult to use. ☐Yes ☐No ☐N/A
* Companion card holders should be honoured for ticketed events.

☐Yes ☐No ☐N/A

## Wayfinding

* Wayfinding materials should be simple and easy to read with clear step-by-step directions and appropriate directional signage.

☐Yes ☐No ☐N/A

* Do signs and elevators have braille signage? Consider having people placed outside lifts or in the lobby to help direct attendees.

☐Yes ☐No ☐N/A

* If a map has been provided in physical format or electronically, ensure the type is not too small and venue is clearly marked. Further help can be provided by including the location of accessible parking, seating and restrooms. It’s also good to provide a phone number and other contact information.

☐Yes ☐No ☐N/A

* If electronic kiosks are used to assist with wayfinding, ensure the height for information can be adjusted, directions are announced as well as shown on screen, captions are supplied with videos, there is good colour contrast; and, icons are clear and simple to understand.

☐Yes ☐No ☐N/A

# Room Set Up

* Ensure the room is well lit throughout.

☐Yes ☐No ☐N/A

* Book Auslan interpreters well in advance to ensure interpreter availability. ☐Yes ☐No ☐N/A
* Provide space for Auslan interpreters (if required). Ensure interpreters are positioned in a well-lit area at the front visible to the audience. Reserve space at the front for Deaf, hard of hearing or lip-reading attendees.

☐Yes ☐No ☐N/A

* Ensure there is ample space around the entrance for people to enter and exit without disrupting other attendees.

☐Yes ☐No ☐N/A

* Provide sufficient space between tables for wheelchairs and mobility scooter access and ensure their height is adjustable.

☐Yes ☐No ☐N/A

* Are stages and speaking areas, including lecterns, accessible for people with limited mobility?

☐Yes ☐No ☐N/A

* Is the room clear of clutter, trip hazards (For example: cables removed or taped down and secure flooring)?

☐Yes ☐No ☐N/A

* Provide guests with access to a separate, quiet area to allow them to take a break or make phone calls, and adequate seating at standing events.

☐Yes ☐No ☐N/A

* For smaller meetings, ensure name tags/lanyards are provided and speakers/attendees are announced at the beginning of meetings.

☐Yes ☐No ☐N/A

* Prepare an Acknowledgement to Country for the beginning of the event/meeting. A large event may require inviting an indigenous elder to reside over the Welcome to Country.

☐Yes ☐No ☐N/A

* The host or event organiser should provide a ‘house-keeping’ statement at the beginning of the event. This should outline the layout of the room, breakout rooms, and location of the toilets, meal areas, fire exits and emergency procedures.

☐Yes ☐No ☐N/A

* Ensure the host provides an introduction for attendees in meetings. For people who are blind it helps to know who is in the room and where they are located, including attendees connecting by phone or electronically.

☐Yes ☐No ☐N/A

# Technology and Audio Visual

* Ensure a hearing loop is available and additional microphones provided for questions.

☐Yes ☐No ☐N/A

* Provide adjustable height microphones, or lapel microphones.

☐Yes ☐No ☐N/A

* Provide live captioning. This involves having an adequate internet connection available for attendees to connect to through their personal devices, as well as a phone line to connect the captioners.

☐Yes ☐No ☐N/A

* Ensure screens can be viewed from any vantage point.

☐Yes ☐No ☐N/A

* Have audio systems been tested? Are hearing loops and microphones working and ready for use?

☐Yes ☐No ☐N/A

* If using a conference communication app, has it been tested for accessibility? Are there other methods to connect and contribute? (Email, Twitter)

☐Yes ☐No ☐N/A

# Requirements for Speakers and Presentations

Some of your speakers and presenters may not have presented to an audience with different needs. It is useful to provide them with information that will help them communicate to their audience. A key aspect for presenters to think about is to deliver and provide handouts and materials in multiple formats.

* All presentations should be provided in an accessible format – especially if they are to be made available to attendees afterwards. Otherwise, notes in an accessible document format are useful.

☐Yes ☐No ☐N/A

* All videos must be captioned. Where appropriate, videos should be audio described.

☐Yes ☐No ☐N/A

* Presenters have been briefed to describe any visual content in presentations.
* Printed handouts of materials have also been provided in accessible electronic formats ahead of time if required.

☐Yes ☐No ☐N/A

* Presenters should keep abbreviations and acronyms to a minimum and explain them.

☐Yes ☐No ☐N/A

* Ensure speakers announce their name (and role) before speaking.

☐Yes ☐No ☐N/A

* Have the accessibility needs of presenters been addressed?

☐Yes ☐No ☐N/A

# Refreshments and Dietary Arrangements

* Provide a variety of meal options, including items that are easy to eat or do not require utensils.

☐Yes ☐No ☐N/A

* Ensure catering staff are briefed and available to assist attendees with serving items where required and serving tables are at appropriate heights for people of short stature or in wheelchairs.

☐Yes ☐No ☐N/A

* Ensure meals cater for dietary preferences and conditions, including allergies, intolerances and diabetes and they are clearly labelled.

☐Yes ☐No ☐N/A

* Is there access to the outdoors to allow people to walk service dogs during meal breaks?

☐Yes ☐No ☐N/A