



# Planning an in-person meeting

## Before the meeting

Notifications and reminders are provided in an accessible format.

Include information about the facility such as check-in procedures, an address that can be used for GPS navigation, and a map or photo if appropriate.

Include contact information for requesting accommodations.

Where possible, be sure to notify guardians or caretakers as well.

Create a list of interpreter services in your area (languages, ASL, captioning).

Bring accessible copies of materials to share with attendees.

## At the location

Check the parking lot to make sure there is adequate accessible parking.

Make sure there is a well-marked, safe route from parking to the building.

Be sure the facility or building is clearly labeled.

Make sure that the main entrance is clearly marked and accessible.

Let the receptionist or staff know that you are expecting visitors to avoid confusion.

Plan ahead with reception staff for how the attendees will navigate through the building to the meeting room. Make sure there is an accessible route.

## Hearing Impairments

Ensure that meeting attendees can see each other and the facilitator clearly.

Consider using microphones and a small speaker to ensure that everyone's speech is amplified. This can be done cheaply and easily with a Bluetooth speaker.

Be prepared to provide interventions such as a transcriptionist, live captioning app, or an induction loop or FM system.

## Vision Impairments

All documents provided should be presented in an accessible way.

If necessary, be prepared to read information aloud or provide technology that will do so.

Ensure that the meeting room has adequate lighting and minimize distractions. Where possible, avoid florescent lighting.

## Physical Barriers

Select a room without door or floor thresholds and with a level floor.

Make sure that the door is wide enough for someone using a mobility device.

Remove obstacles in the room and push unneeded furniture out of the way.

Make sure that you leave plenty of space, about 36", between tables and other furniture.

Where possible, leave a 60" x 60" open space behind tables to allow a person who uses a wheelchair or walker to turn around and maneuver as needed.

Make sure tables or lecterns are at an appropriate height for a wheelchair to roll under.

Avoid meeting in rooms with steps or raised platforms that don't have accessibility features.

Ensure that the meeting space is properly climate controlled and at a comfortable temperature.

## Executive Function

Minimize distractions. Ideally, your attendees should be facing away from doors and windows.

Check in with attendees throughout the meeting to ensure they are understanding the information.

Explain the purpose and procedure for the meeting clearly once all parties have arrived so that everyone has clear expectations. Include instructions about when it's okay (or not okay) to interject with a question or be excused to the restroom.

Make it a point to let attendees know that they are welcome to take a moment to process questions and think about their responses.

Be prepared to repeat a question or request or provide it in a written format so that your attendee or their representative can look at it and process it before answering.

Be prepared to offer attendees alternative methods to receive information. Some may respond better to written questions. Others may struggle to understand without having documents read to them.

Be aware of the participants' attention levels and mental fatigue. If someone has completely stopped interacting or responding, or is clearly not paying attention, suggest a short break to allow everyone to refresh.