



## **Inclusive and Accessible Event Planning – Think Tank Exchange, 2018**

### **Planning:**

- Have funds been allocated in the budget for accessibility accommodations?
- Are we inviting a representative population? Consider age, gender, race, ability
- Are staff aware of best practices in communicating with people with various disabilities?
- Is information accessible to all participants? Consider learning disabilities, hearing impairments, etc.
- Can participants request accommodation requirements in their registration?
- Are participants aware of accessibility services available? Consider if services such as note-taking, interpretation, translation could be required
- Has information on services for families (childcare, clinics, etc.) been distributed to participants?
- Does the event land on any religion holidays or days of observation?
- If food will be provided, are limited diets considered in meal plans?

### **Parking and Entrances:**

- Has information on parking/transportation been made available to all attendees in advance of the meeting?
- Are there parking spaces set aside for people with accessibility needs?
- Is there an accessible route from the parking/drop off area to the entrance?
- Are the primary entrances accessible? (Ramps, automated doors)
- Are doors wide enough to accommodate wheelchairs? (Must be a minimum of 32 inches)
- Is the facility accessible by bus, taxi, metro or other means? (consider diversity and demographics as well as disability)
- Are there designated parking spaces for pregnant women?

### **Public Areas:**

- Are there elevators available if the event is on an upper floor?
- Are exits clearly identified?
- Is there an evacuation plan for persons with disabilities?
- Are the washrooms gender neutral?

- Does the door to the washroom allow for wheelchairs? (Must meet a minimum width of 32 inches, and automated door)
- Are there washroom stalls that are wheelchair accessible? (Must be 5x5 floor with grab bars, with out swinging doors)
- Are the sink and the amenities (soap, paper towels) accessible to those in wheelchairs? (Must be at or below 48 inches)

### Meetings:

- Are chosen facilitators/hosts/panelists aware of ways to make their seminars/sessions accessible to all audiences?
- Do the panels have a diverse selection of voices? Consider diversity in gender, class, race, age, ability.
- Are the rooms fully accessible? Is accessible seating only at the back of the room?
- Don't forget to consider any event activities that are off-site
- For question period, encourage hosts to ask a female audience member to speak up first (based off studies on gender-skewed male dominated question periods at seminars and academic conferences)
- Have we communicated that this is a gender/LGBTQ+ inclusive event, perhaps by preparing a guiding principles document for facilitators and attendees?
- Is it possible to create spaces for smaller group discussion, to encourage safer/smaller spaces for people to collaborate?
- Encourage a mix of working groups to ensure variety of perspectives and experiences
- Are assistive listening systems available (such as interpretation, ASL, captioned videos)?
- Do session leaders and panelists have guidance on how to avoid generalizations, consider privilege and refrain from sexist language?
- Can participants be warned if sensitive topics are coming up? Is it possible to point out resources where they can find support if need be?
- Is there a space where conversations can continue, if the meeting does not allow for everyone to speak or all ideas to flesh out?
- Is there a space for feedback after the event? This will ensure that we continue to evaluate what voices are being marginalized



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