



Checklist for Planning Accessible Meetings and Events

Choosing the Meeting Location

- ❑ Host the meeting or event at a location near public transportation/subway with a working elevator.
- ❑ Accessible parking is available to participants.
- ❑ Facility's entryways are 38" or wider, and have ramp or elevator access to all meeting areas for participants who use wheelchairs or scooters.
- ❑ Wheelchair accessible bathroom is located near the meeting room.
- ❑ Meeting room is in a quiet location without background noise and/or poor acoustics.

Accessible Communication

- ❑ Ask attendees in advance to notify the event or meeting planner if they require alternative formats or reasonable accommodations. Place this information on your registration form and program announcements. The following is a suggested accessibility statement.

“We are committed to providing equal access to this meeting for all participants. If you need alternative formats or other reasonable accommodations, please contact (name of person) at (number) or via email: (email address here) with your request by close of business, (deadline).”
- ❑ When a meeting or event is scheduled, contact the DRC Interpreting Office at Voice: (202) 366-9433, TTY: (202) 366-6242, or Email: drc.interpreters@ost.dot.gov *at least five working days in advance* to schedule interpreters. A tentative interpreting reservation can be confirmed when a registrant is deaf and requests an interpreter.
- ❑ Ensure that assistive listening devices are available and are in working order. Contact the DRC for more information.
- ❑ All videos are captioned and include audio description. Inform a/v support team that captions and audio description must be turned on if a participant is deaf, hard of hearing or has a visual disability.
- ❑ When visual information is presented, ensure that the presenter describes the information to ensure equal access to participants with visual disabilities.
- ❑ Alternative formats (Braille, large print, diskette) are provided when printed information is distributed. Refer to DRC's handout, *Creating Accessible Documents* for more details and contact the DRC for answers to any questions.

Meeting Room Set-Up

- ❑ Aisles between chairs are 38” or wider to facilitate wheelchair access.
- ❑ Meeting room tables are 36” or higher for individuals who use wheelchairs.
- ❑ Provide a ramp to dais/podium if a presenter has a physical disability.
- ❑ Leave space in the front of the room, near the podium or primary speaking area, for sign language interpreters. Reserve seating near the interpreters for participants who are deaf or hard of hearing.
- ❑ Remove chairs from various locations in the set up to ensure dispersed seating for participants who use wheelchairs.
- ❑ When a phone is available to participants, ensure that it is hearing aid compatible and/or it has an amplifier. Also, a teletypewriter (TTY) should be available to participants who are deaf.
- ❑ When a participant brings a guide dog, offer a bowl of water and provide directions to where the dog can be walked to relieve himself.

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