

Events and Conferences Accessibility Set-up Checklist

Venue selection and preliminary planning

- Select Accessible meeting space and lodging selected after on-site visit and meeting with facility staff
- Accessibility coordinator appointed, accessibility committee established
- Accommodations and Accessibility Request form vetted by coordinator and committee, and included in registration packet/website

Pre-registration

- Route requests and responses to a designated accessibility coordinator
- Provide travel, parking, wheelchair and scooter rental information ahead of time
- Accommodations - include as requested (or for open venues with no prior registration):
- ASL interpreter should be contracted plus 2 alternates if event is longer than an hour
- Make Captioning available on videos; arrange live captioning if needed
- Provide Handouts and presentations ahead of time in Digital Format
- Provide Large Print Handouts
- Prepare Braille handouts
- Companion/ support persons/ volunteers should be recruited and trained
- Golf cart/van with wheelchair lift & tie-downs rent or contracted if needed
- Universal menu, gluten-free/diabetic, high protein/low carb meals & snacks
- Restrictions: limit fragrance, no peanuts, strobe lights or flash photography
- Communicate restrictions to all participants ahead of time

Accessible Parking

- Number of designated and marked accessible spaces at plenary is equal to number of persons requesting them, plus extras for visitors
- Accessible spaces are close to accessible entrance & signs direct people to entrance
- Number of designated accessible spaces near housing is equal to number requested
- If a parking permit is required, mail to participants who need it ahead of time

Arrival, Registration, Signage, and Orientation

- Meet Participants needing support at airport as needed
- Visible, large print signs at parking lot and public transit unloading to accessible entrances
- Station Greeters at all entrance doors to help with door opening and orientation to facilities and meeting spaces
- Accessibility and accommodations at staffed information/registration tables by accessibility coordinator or other designated, trained volunteers
- Give assistance for unloading luggage and supplies if requested
- Orientation for lodging, dining, restrooms and meeting spaces provided as needed
- Provide Map of accessible parking spaces, building entrances, and restrooms
- Give visual and verbal orientation to accessible features at conference opening
- Signs guide people to closest accessible route for plenary, breakout, and meetings

Facility physical layout

- Ramp to platform incorporated into podium design, preferably as primary access

- Accessible entrance to plenary provided near accessible parking and shuttle drop-off
- At least one gender-neutral accessible single restroom is marked and available
- Breakout sessions are in accessible rooms
- Room set-up includes wheelchair cut outs, companion seating designated next to cutouts, 36" corridors between tables and chairs for wheelchair/ walker access, flexible table seating with tables appropriate for wheelchair use
- Noise-free room with low lighting, and comfortable chairs or couches is available for taking a cognitive/ sensory/ or physical break during event

PA system/ communication assists

- Assistive listening system set up ahead of time (as part of sound system) for all plenary and large group events
- Location of assistive listening device check-out clearly marked and communicated
- New batteries for assistive listening devices are available for use and back-up
- Roving or floor microphones set up for plenary and breakout sessions
- Meeting room assignments are based on requests for assistive listening devices
- PA system set up for each legislative committee or breakout session with one microphone for chair/ speaker and one for floor
- Reminders given to committee chairs to request that all participants use microphones
- Videos are captioned, with good contrast between words and background
- Captioning provided for real time use, e.g. for amendments, announcements
- Sign language interpreters oriented to schedule, space, and persons using service

Shuttle/ mobility assistance

- Shuttle (accessible van or bus with wheelchair tie-downs and golf cart if distances are long) have for meals, sessions, committee meetings, worship, and off-site events
- Phone number to contact for rides is provided at registration
- Shuttle schedule posted, pick up places outside meeting locations, housing, and dining hall marked with visible signs and provided with seating
- System in place (phone number) for persons needing rides outside established shuttle hours, and to bring scooters to and from the cars of persons using them
- Wheelchair assistance assigned, if requested

Print/vision options

- Large print materials printed for those requesting this
- Volunteer readers and mobility guides available and assigned if requested
- Video/ PowerPoint presentations use good contrast and legible fonts
- All motions, amendments and announcements are read aloud as well as projected
- Audio description is provided individually or by speaker or designee

Dietary needs

- Provide Gluten/ wheat free bread for everyone or available with location announced at each communion service
- Information posted at meals regarding ingredients of menu items for specific diets
- Socials, breaks, and treats have low fat/ low sugar/ dairy and gluten free alternatives
- Assistance/options for people with difficulty standing in line or filling their plate