

# Accessible Meeting Checklist

The following checklist will help you plan an accessible meeting at a **town facility**. This list is not exhaustive; please consider location, room size and the needs of your participants.

Note: If using a non-town facility to host a public meeting, please follow this checklist and review the province's [Guide to Conducting Accessible Meetings](#), available online.

## Step 1: Planning the meeting (at least four weeks in advance)

### Accessible town facilities

- Ensure meeting room is at an accessible town facility listed here: Town Hall, Oakville Transit, Sixteen Mile Sports Complex, Queen Elizabeth Park Community and Cultural Centre

### Accessibility services and supports

- Services such as sign language interpretation and real-time captioning are arranged as requested
- Assistive devices available (e.g., magnifiers, listening devices)
- Funds for acquiring accessibility supports (e.g., preparing meeting materials in accessible formats as requested)

### Venue — exterior

#### Transportation and path of travel

- Path of travel to entrance is free of barriers
- Facility is on a transit route

### Parking

- Arrange for more designated parking spaces so there are sufficient spaces for estimated number of people with disabilities, as required
- Parking areas clear of snow and ice

### Venue — interior

#### Entrances and lobbies

- Signs in main lobby clearly indicates location of meeting rooms
- No construction or renovation work scheduled during time of meeting. If so, alternate accessible routes are made and potential noise issues are addressed

#### Elevators (if meeting not on main floor)

- Located close to meeting room
- Route from elevator to meeting room is clear. If necessary, provide clear, visible signs

## Appendix A

### **Accessible washrooms**

- Minimum of one accessible washroom on same floor as meeting

### **Hallways and corridors**

- Hallways and doorways clear of furniture, planters or other obstacles (e.g., loose carpet)

### **Meeting rooms**

- Meeting room located on entry floor or easily accessible by elevators
- Two regular seating spots allotted per participant with mobility aid and/or service animal
- Reception and refreshment areas large enough to accommodate participants with mobility aids and/or service animals
- Stages and speaking areas including lectern and podium accessible to people with disabilities
- Area free of distracting background noises (e.g., other meetings in adjoining rooms, construction work, renovations)
- Drapes or blinds available to reduce light or glare
- Room lighting levels adjustable
- Portable microphones
- Well-lit spaces for presenters and sign language interpreters

### **Refreshment and dietary considerations (if provided)**

- Bendable straws, lightweight cups, and cups with large handles

- Participants can indicate their dietary requirements ahead of time (e.g., responding to invitation)
- Sugar-free beverages, juices, water, fruits and vegetables
- Food placed within easy reach
- If food is buffet-style, assignee for assisting persons with visual and physical disabilities

### **Emergency planning**

- Staff and volunteers familiar with location of accessible fire exits and elevators
- Location of accessible fire exits and elevators identified to participants
- Staff identified by name tag

### **Additional accessibility considerations**

- Water bowls and suitable relieving area for service animals
- Staff trained in providing accessible customer service
- Accessible transit or taxis as required

### **Agenda, invitations, registration and presentations**

#### **Agenda**

- Written agenda uses minimum 12-point font, in Arial (use the “Normal” style in the town’s Word 2013 — it meets this criteria)
- Time allocated at beginning of meeting to inform participants of accessible conduct (e.g., leaving aisles free, identifying themselves when speaking)

## Appendix A

- Sufficient breaks
- Time allotted for sign language interpreters or note-takers to take breaks
- Key points in agenda identified when people with disabilities might need assistance (e.g., if speaker plans to show an item or image, they should be prepared to describe it for persons with low vision)

### **Invitations and promotional materials**

- Invitations and event information available in accessible formats on request
- Promotional materials, invitations and registration posted on town's website(s) is accessible
- Invitation and promotional materials clearly indicate that participants can request an accessible accommodation
- Deadline to request accommodation clearly communicated
- Promotion of event in variety of methods (e.g., website, social media, email, print, telephone)

### **Meeting materials**

- Printed materials use minimum 12-point font in Arial (use the "Normal" style in the town's Word 2013 — it meets this criteria) and is in plain language
- Presentation materials available in advance and in accessible formats on request
- Quantity of documents in accessible formats calculated according to anticipated audience

### **Presentations**

- Presenters reminded of role in ensuring an accessible meeting
- Presenters provided with tip sheet on how to make their presentations accessible (available under "Accessibility" on [Portico](#))
- Presentation uses minimum 22-point font in Arial
- Presenters given deadline to provide copies of materials to be transcribed into accessible formats, as requested

## Step 2: Conducting the meeting (day of)

### Venue

- Staff in place at building entrance to provide navigation and assistance
- Hallways and access routes clear of protruding objects (e.g., planters)
- Sidewalks and entranceway clear of snow, ice, wet leaves, standing water and debris
- Staff in place at exit to ensure participants find their way out safely and to help participants connect with their booked transportation, if necessary

### Registration table (where needed)

- Sufficient space for people using mobility aids to approach and move around
- Sign language interpreter available in registration area, if required
- Handouts organized according to format and placed at edge of table for easy access
- Staff aware of participants who requested accessible documents and special diets

### Meeting rooms

- Tables numbered or labelled for ease of transitioning between tables
- Adequate space to allow freedom of movement for people using mobility aids

- Sight lines clear to sign language interpreters if they are present
- Reserved seating at front of the room for persons with disabilities
- Designated aisle seating for participants with service animals
- Cables, wires and microphones secured away from aisles and communal areas
- All technology tested
- Floors not slippery, wet or blocked by any items
- Participants informed of availability of information in accessible formats, guidelines for accessible meeting conduct, location of staff or volunteers for assistance

### Refreshment areas (where provided)

- Sufficient space for people using mobility aids to approach and move around
- Tablecloth corners taped or tied down
- Food for dietary accommodations clearly labelled
- Staff or volunteers assigned to assist people with disabilities
- Food, plates, lightweight cups, utensils, napkins, bendable straws and cups with large handles within easy reach

## **Step 3: Evaluating the meeting (within one week after)**

### **Debrief with staff, volunteers and presenters**

- Registration process allowed participants to identify accessibility needs
- Accessible parking and transportation options available
- Meeting facility accessible
- Presentations and discussions easy to follow
- Meeting schedule/agenda spaced appropriately
- Accessibility needs of people with disabilities met, as requested (could include sign language interpreters, large font materials, dietary requirements, etc.)
- Unexpected situations that arose dealt with as appropriate

### **Feedback from participants**

- Participants advised on how to submit feedback
- Participants able to provide feedback electronically and in accessible formats
- Staff available to answer questions