

## Top Ten List for Creating Accessible and Inclusive Meetings, Events, and Classrooms

[When possible include people with disabilities during all stages of event planning]

Philosophy of Access Statement, adapted from Syracuse University: As universities become increasingly diverse, we must consider how to make all events accessible and engaging to a broad audience. This audience includes a wide range of social identities based upon race, ethnicity, language, country of origin, religion, political affiliation, gender, sexual orientation, ability, class, age, etc. Our community aims to move beyond simply *accommodating* people's differences to instead creating spaces that are *universally designed*—accessible to *everyone*.

- 1 Conduct an early site visit to evaluate and determine access related to: entrances and elevators, restrooms (accessible, all-gender), parking, and wheelchair accessible seating/paths.
- 2 Consider the date and time of your event to minimize access barriers related to length of event, number of breaks available throughout the day, availability of transportation, and religious observances.
- 3 Identify specific people who can help with immediate access needs that arise during an event: for example, space navigation, microphone runner, contact with WITS.
- 4 Use the University Access Statement on all promotional materials: **“If you require disability accommodation for this event, contact the Office of Equity, Diversity, and Inclusion at 503-370-6195.”** Indicate how access will be provided via interpreting captioning, listening devices, audio description, golf cart transportation around campus, various dietary options, etc.
- 5 Always use a microphone, even if you only have a few attendees.
- 6 Include text description of all images in PowerPoints; describe images and explain slide content when presenting the material. If playing a video, make sure the captions are turned on.
- 7 Accommodate technology: laptops, tablets, and assistive technologies are basic accessibility features and should not be limited.
- 8 Consider bodily movement: can people make bathroom visits, sit on the floor or stand in alternative
- 9 Repeat names and questions during any Q&A: state your name, repeat questions into microphone, face your fellow participants, and avoid covering/gesturing super close to your face.
- 10 Consider signage and event marketing that indicates your event aims to be as allergy and scent free as possible. If serving food, work to accommodate guests' dietary restrictions.