



Accessible Meetings & Events Quick Reference Checklist

Communication

- A contact person for participants to make accessibility requests on all promotional and registration materials
- Send documents (including agendas, handouts, or slides) at least 48 hours prior to the event
- Inform speakers of ways to make presentations accessible to a wide audience (verbal description, reading slide text, sending documents ahead of time, etc.)

Location

- Parking: ensure that 1 in every 8 spaces is designated as an accessible space
- At least one of the entrances is accessible by ramp or lift that is at least 32" wide
 - If a primary entrance is not accessible, clear signage directing to the accessible entrance, followed by clear signage directing to the meeting location
- Emergencies:
 - Strobes or other visual indication of alarms
 - All exits are clearly marked in common areas
 - An evacuation plan mindful of people with disabilities above the first floor
- Elevator is available to floors above the first level
- Accessible restrooms, including 5' x 5' of floor space, grab bars, accessible sinks, etc.

Room Arrangement

- All hallways, paths, and spaces (including between tables) are at least 36" wide and free of obstacles
- Space left at tables to accommodate a wheelchair or service animal

This checklist is meant as a starting place for assessing accessibility for persons with disabilities. For more information and more thorough accessibility checklists, visit:

- https://fpg.unc.edu/sites/fpg.unc.edu/files/resources/other-resources/NCODH_RemovingBarriersPlanningMeetings.pdf
- <https://www.ada.gov/business/accessiblemtg.htm#evalaccess>

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