

Checklist for face-to-face meetings

When planning a face-to-face meeting, specific provisions need to be made available for the participation of persons with disabilities. The following checklist will help you to organise an inclusive consultation.

Item	Done	Not applicable
<p>1. Budget allocations</p> <p>There is a budget allocated to ensure the accessibility of the event and to cover the costs of individual requirements (called reasonable accommodation).</p> <p>Depending on your event and the participants, this could include:</p> <ul style="list-style-type: none"> - Interpretation (e.g. Sign Language, local language, ...) - Written transcription (live closed captioning, CART) - Converting material in different formats (e.g. audio, illustrations, easy language, ...) - Reimbursement of participants from Organisations of Persons with Disabilities (OPDs) with active roles <p>Keep in mind: It is important to budget for reasonable accommodation from the beginning to enable the participation of persons with disabilities. You might not need every aspect mentioned above, but having a budget allocated to accessibility is crucial. When in doubt, plan approximately 4 % of the total budget.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Choosing the right venue</p> <p>The venue is as accessible as possible for persons with disabilities in terms of public transport to the venue, entrance and wayfinding, circulation in the building, the main conference room, restrooms, catering as well as emergency procedures.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Item	Done	Not applicable
<p>These 30 important accessibility considerations for event venues will help you with your review of the venue.</p> <p>Consulting an OPD for a broader accessibility assessment is strongly advised.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. Leave no one behind with the invitation</p> <p>Alternate texts are inserted for pictures and visual content of the digital invitation.</p> <p>The language of the invitation and the registration form is clear and easy to understand.</p> <p>The invitation or registration form has an option for participants to request their accessibility requirements. Check this sample registration form for assistance.</p> <p>Organisations representing different kinds of disabilities are invited to the meeting to ensure different perspectives.</p> <p>The invitation or confirmation of registration offers clear direction to the venue (including accessible public transport).</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>4. Before the event</p> <p>The agenda includes additional short breaks at regular intervals and/or a sufficient lunch break without any other responsibilities.</p> <p>The agenda, presentations and consultation material are prepared in accessible formats and shared beforehand to ensure meaningful participation in discussions. If there is a lot of material to go through, a timeframe of two weeks beforehand is ideal.</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Item	Done	Not applicable
<p>Information on inclusive presentations and disability-sensitive language and interaction are shared with presenters and service staff.</p> <p>Check again the 30 important accessibility reconsiderations for event venues to make sure you did not miss important aspects.</p> <p>Depending on your event and the participants,</p> <ul style="list-style-type: none"> - Sign language interpreters are engaged. - Live closed captioning is organised if requested. - Material is available in alternate formats depending on participants' requirements (e.g., Braille, large print, easy to read, audio). - Other requests are accommodated as far as possible. <p>Keep in mind: Don't assume any support requirement as different persons have different preferences. Double-check with the persons before making a decision.</p> <p>Organising accessibility features like Sign Language interpretation can take time. Also, Sign Language as well as all other language interpreters have to alternate after a certain time. Prepare yourself by gathering relevant contacts early. It is also an option to ask the person if they can recommend a Sign Language interpreter.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>5. During the event</p> <p>Ground rules of the event are established at the beginning, e.g. speaking slowly to make interpretation easier.</p> <p>Sign Language interpretation and live closed captioning are visible from every seat.</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Item	Done	Not applicable
<p>Break-out meetings are accessible and do not take place in noisy environments.</p> <p>All visual content is described.</p> <p>There is an option to provide feedback in non-verbal ways such as written feedback or after the meeting. Presenters speak slowly to make interpretation and closed captioning easier.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>6. After the event</p> <p>Presentation and further material have been shared.</p> <p>A follow-up process is in place to let participants know what is happening with their input.</p> <p>Feedback form is available and includes questions on accessibility, so you can improve for the next event.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>