

# Inclusive Meeting & Event Checklist

## Physical Accessibility

It is our expectation that all meetings sponsored by the University of Denver are inclusive to individuals with disabilities.

Taking care to create an inclusive event benefits not only individuals with known disabilities, but also helps to ensure that all participants/attendees, including individuals with unknown disabilities and/or chronic health conditions, and people of all ages and body types, are able to fully engage in the program.

If you need assistance with any of the items below, please contact the ADA Coordinator in Equal Opportunity & Title IX at [ADA.Coordinator@du.edu](mailto:ADA.Coordinator@du.edu) or 303-871-3941.

## 1. Ask!

### PROVIDE YOUR CONTACT INFO

When you send out the invitation or notice, include a welcome message to let invitees know they can contact the planner regarding accommodations. Your message might include text such as:

- “We strive to host inclusive, accessible events that enable individuals of all abilities to engage fully. To be respectful of those with allergies and environmental sensitivities, we ask that you please refrain from wearing strong fragrances. To request an accommodation or for inquiries about accessibility, **please contact (name, email, phone)**.
- *If you need information about parking or accessible entrances, please use our Digital Map: <https://www.du.edu/site-utilities/maps>*

### INCLUDE A CHECKLIST

Another approach is to include a checklist in your meeting RSVP. For example:

I will need the following reasonable accommodations in order to participate:

- \_\_\_ Assistive listening device (ALD)
- \_\_\_ Advance copy of slides to be projected or shared
- \_\_\_ Captioning or Video Transcript
- \_\_\_ Gender neutral bathroom
- \_\_\_ Lactation room
- \_\_\_ Large print, Braille, or E-text
- \_\_\_ Reserved front row seat
- \_\_\_ Wheelchair access
- \_\_\_ Wheelchair access to working tables throughout room

\_\_\_ Dietary Needs: milk, tree nuts, peanuts, egg, fish/shellfish, soybeans and wheat: <https://www.highspeedtraining.co.uk/hub/common-food-intolerances-allergies/>

\_\_\_ Other: \_\_\_\_\_

Note to event planner: if you have questions about what is considered a reasonable accommodation or if you would be unable to provide an accommodation, please contact the Office of Equal Opportunity.

#### **FOLLOW UP**

Make sure you follow up on all requests received. If it appears, you will be unable to meet a specific request, follow up with the individual who made the request to determine whether an alternative is possible. If you need assistance with a request for accommodation, please contact the ADA Coordinator at 303-871-3941 or [ADA.Coordinator@du.edu](mailto:ADA.Coordinator@du.edu).

## **2. Prepare presenters**

#### **SHARE DU'S COMMITMENT TO ACCESS**

Ensure that presenters are aware of DU's commitment to disability-inclusive meetings and ask them to prepare and deliver their presentations with accessibility in mind. This includes accommodating for those with vision loss, hearing loss, or mobility loss. You may also ask if they have any need for accommodation. Please remind them that we encourage participants to refrain from wearing strong scents.

#### **SHARE REGISTRANT ACCESS NEEDS BEFORE EVENT**

This information will be helpful as they prepare and will come from your registration page.

- Avoid using small print on presentations that can't be seen from a distance
- Always use a microphone
- Always display captions on any video used in the presentation

#### **IF YOU RECEIVE A REQUEST CONSIDER THE FOLLOWING SOLUTIONS AND COLLABORATE WITH PRESENTERS**

- Submit materials in advance so that they can be forwarded to individuals who may not be able to view screens or flip charts
- Verbally describe visual materials (e.g., slides, charts, etc.)
- Have printed copies of presentations available in larger font and e-text

#### **Q&A**

- Make sure to repeat questions posted by audience before responding, especially if there is not a roving microphone available. Presenters or audience members may express confidence that they are loud enough and do not need a microphone. Regardless, ask them to speak into one.

### 3. Check the venue in advance

Look for these features when inspecting your meeting/event space:

**VISIBILITY: CONSIDER THOSE WITH VISION LOSS**

Clear signage (identifying location and directions); well-lit meeting space and adjacent areas; projection screen visible from all seating (if using projection); braille signage can be requested from the Office of Equal Opportunity.

**ACOUSTICS: CONSIDER THOSE WITH HEARING LOSS**

Public address (PA) system; roving microphone; limit unnecessary background music; seating available near presenter for lip reading; availability of assistive listening devices. Arrange for captioning services to be provided.

- Provide sign language interpreters or captioners with agendas and presentation outlines in advance of the event. Plan for placement of interpreters within the audience's sightline of the presenter. At the event, be sure the interpreters/captioners are introduced and explain what they will be doing during the event.

**MOBILITY: CONSIDER WHEELCHAIR USERS OR THOSE WITH MOBILITY LOSS**

Accessible parking near venue; proximity to public transportation; ramp and/or elevator access; accessible bathrooms; barrier-free pathways; wide doorways and aisles to accommodate wheelchairs/scooters; no loose cables across walking areas. Ensure availability of wheelchair seating at various areas of the venue.

**TECHNOLOGY: CONSIDER THOSE WHO MAY NEED TO USE ADAPTIVE DEVICES**

Electrical outlets in accessible seating areas to accommodate devices, laptops, etc.; extra space, work surface and accessible height workstations.

**ZOOM**

Zoom provides accessibility options, please visit the website for assistance in making this option more inclusive. Learn more at <https://zoom.us/accessibility>.

**SERVICE ANIMALS: CONSIDER ACCESS AND SPACE FOR SERVICE DOGS**

Comfortable space for service animals to rest during event; accessible toileting and watering facilities nearby. For more information about how "service animals" are defined, please see: [https://www.ada.gov/regs2010/service\\_animal\\_qa.pdf](https://www.ada.gov/regs2010/service_animal_qa.pdf)

### 4. Be aware during the event

**DESIGNATE AN ACCESSIBILITY LIASON**

At larger events or events with scheduled accommodations, designate a single person to be responsible for accommodations as well as help with seating,

ensuring captioning and other technology is working, maintaining clear pathways, or other needs.

**FOOD**

Clearly indicate (with signage) any allergens: gluten-free, vegan, vegetarian, or other options.

**BEVERAGES**

If serving alcoholic beverages, provide non-alcoholic beverage options and when feasible make them available at a separate station.