

Introduction

Creating an inclusive environment is key to planning a successful event. This checklist provides the necessary steps to ensure access for all attendees. While this list demonstrates a handful of situations for disabled people, specific assistance can be provided at the request of the individual. Be sure to gather all the necessary information from attendees prior to the event.

General recommendations

Before the event

Registration Process

- Incorporate questions about special needs in the registration form
- Create a complete form to identify and understand someone's special needs
- Assign an assistant to help people with special needs

Venue Preparation

- Ensure the availability of assistants during the event
- Prepare to aid tools according to the disability (e.g. device etc.)
- Have a clear navigation plan
- Checking for potential obstacles and adjusting options (availability of elevators, ramps, accessible restrooms, sufficient lighting, signs, etc.)
- Provide reserved seating corresponding to the type of disability, accessible transportation, and accommodation
- Notify organizers, staff, and speakers about the necessary steps. Applying sensitivity, eventually creating a code of conduct and providing it to attendees
- Verify functionality of materials and tools - user testing

Event Materials

- Adding captions or transcripts for audio or video content
- Checking if formats and standards are compatible with the different types of devices (visual readers, browsers, braille readers)
- Discuss the possibility of sharing conference materials in advance

During the event

- Prepare staff to manage unexpected situations that can occur during the event (e.g. difficulties accessing the slides, or adjusting the seating arrangement)
- Ensuring all communication channels (e.g. website, social media, flyers) are available to people with disabilities (e.g. alt text, captions, braille)

After the event

- To request feedback from attendees to further improve the service of accessibility (this can be done by surveys, or reviews of the event)

Impairment Accessibility Checklist

Visual Impairment

- Proper formatting for assistive technologies (alternative texts for images and videos, heading tags to structure content, text is accessible via keyboard navigation)
- Request to follow rules for creating presentations (high contrast ratio)
- Large and legible text, large print or braille
- Responsive designs (different screen sizes)
- Assistive technology support and compatibility
- Taking into consideration seat reservations
- User testing

Hearing Impairment

- Text-based transcripts for the audio content and closed captioning
- Signs for alerts and notifications
- Text-based chat
- Sign language interpreters
- User testing

Motor disabilities

- Venue accessibility (see general recommendation)
- Keyboard accessibility (shortcuts enabled)
- Taking into consideration seat reservation
- User testing