

# Top 10 Tips

## for Accessible Events & Meetings

- ❶ The goal is not simply to get people in the door. The goal is to ensure that event participants have meaningful experiences, regardless of disability.
- ❷ Event planning must include accessibility considerations from the start.
- ❸ Invite individuals with disabilities to serve on your event planning team, to review print and digital materials and/or to provide feedback before, during, and after the event.
- ❹ Allow sufficient time to review venue accessibility and to promote your event prior to deadlines for accommodation requests (if any).
- ❺ If the proposed venue is not accessible, move it. If a non-accessible location is vital to the event (e.g., dedication of a historic property or a remote place in a park), include the cost of auxiliary services in your original budget and timeline (e.g., shuttles, ramps, portable accessible toilets, remote coverage).
- ❻ Make sure you know who is responsible for receiving and responding to requests for accommodations, and that they are aware of funds for accommodations that require auxiliary services (e.g., ASL interpretation).
- ❼ Ensure that staff have adequate training to handle accommodation requests and to communicate effectively with all guests.
- ❽ Include accessibility and accommodation text on every event and meeting notice.
- ❾ No need to reinvent the wheel—use checklists in event planning.
- ❿ Every event is a case study—keep a record of what worked and what could be done or presented more effectively in the future. Share and discuss with your colleagues.