

Inclusive Meetings and Events: In-Person and Online

Planning for Accessibility

Ensure all event related communications meet the most up to date accessibility standard

Use accessible websites and forms

Ensure registration tools are compatible with assistive technologies

Ask invitees about accommodations needs early

Share agenda, slides, and other materials in advance and in accessible formats

Provide accessible maps of the facility if needed

Train staff and volunteers with basic etiquette for interacting with people with disabilities

Online Meeting Tips

Choose a digital platform that has enhanced accessibility:

Enable captions and ASL interpretation

Activate high contrast mode

Use magnifier tools

Mute the chat

Generate a transcript



Always test accessibility features beforehand!

In-Person Meeting Tips

Choose accessible ground-floor venues or have:

- Ramps, elevators, accessible parking
- Wide doorways, wide paths and clear signage
- Universal washrooms, a service animals or dog Relief Area
- Visual fire alarms and audible notifications



Ensure **emergency exit procedures** for people with disabilities are in place

Room Setup Tips

Offer diverse seating arrangements - seats with armrests and back support

Ensure wheelchair users are not relegated to the back of the room

Use tables with proper height

Ensure there is ample space to maneuver between tables

Provide extra power outlets nearby

Use podiums with ramp access

Choose lapel microphones over handheld

Provide hearing loops throughout the meeting room

Use shorter tablecloths

Presentation Setup Tips

- Use clear lighting for visibility
- Include live captioning and ASL interpretation
- Position ASL interpreters where they are clearly visible
- Provide materials in multiple formats
- Include alt text and plain language
- Use readable fonts and good contrast

Communication Best Practices

Ensure speakers:

- Introduce themselves

- Describe visuals and read slides aloud

- Speak slowly and clearly throughout
- Repeat or paraphrase all questions

- Avoid saying “as you can see”

Monitor and read chat comments

Limit or avoid the use of emojis

Post-Event Follow-Up

Share recordings with captions and ASL interpretation embedded

Follow up on accommodations requested

Ask for accessibility feedback

Questions?

Email us at Info@RickHansen.com