

Accessible Event Planning

When planning an event, please consider the following checklist to ensure that your event is accessible to all your participants.

This list is a **starting-point** for an accessible event, but it is important to always be thinking about how your event can be inclusive of more people. Think about what kinds of barriers may be preventing people from participating, and work to eliminate them.

Pre Event

- Give ample notice for your upcoming event (including all potential costs, accessibility features of the event, trigger warning, etc.)
- Include the duration of the event and the organizer(s)'s contact information on posters and other advertisements
- Include space for participants to identify accommodations or special needs on registration forms (ensure all accommodation inquiries are confidential if requested)
- Follow up with people who request accommodations in a timely fashion
- If food will be served, give participants a chance to request dietary preferences
- Plan for some kind of trigger-support (Peer Support Centre volunteers, Counsellor, etc.) if the event may include triggering material
- Make sure the event does not fall on a religious/cultural holiday

Getting There

- Transport options for getting to the event are realistic for people with disabilities
- Wheelchair access is via the main entrance, or accessible entrances are clearly posted
- Building has adequate elevators and ramps

The Event Itself

- Wheelchair or scooter users can easily navigate the space
- Plenty of space around tables
- Make sure any presenters are well lit, easily visible, and have good acoustics

- Accessible and/or gender-neutral washrooms within a reasonable distance
- Activities associated with the event are physically accessible, or alternatives are provided that are meaningfully connected to the event
- All parts of event are smoke-free

Financial

- Cost of participation affordable
- Alternative funding available for people who cannot afford participation costs

Other Services You Can Provide

- Book English/American Sign Language (ASL) interpreters or computerized note taker/real time captioning, if these services have been requested
- Arrange for Assistive Listening Devices if requested
- Know the location of accessible public telephones (i.e. with volume control, TTY, and a universally reachable-coin slot)
- Promote a scent-free environment
- Produce written materials in large print (16-point type or larger) and have electronic copies available
- Be sure any evaluation forms, etc. include a section about the accessibility of the event

The AMS Social Issues Commission (SIC) is a great resource to help you determine areas of your event that may pose barriers, and come up with alternative plans. Phone or email to ask questions or set up a meeting:

Ramna Safeer
Social Issues Commissioner 2017-2018
Phone: 613 533 6000 x. 74816
Email: sic@ams.queensu.ca

The Queen's Equity Office is also a great resource for information and services:

The Office of the University Advisor on Equity
Phone: 613 533 2563
Email: equity@queensu.ca