

Accessible Meeting & Event Checklist



Please make sure that all meetings sponsored or organized by GIZ Uganda are accessible to persons with disabilities. Taking care to create an accessible event benefits not only individuals with visible or known disabilities, but also helps to ensure that all participants, including individuals with non-obvious disabilities and/or chronic health conditions, as well as people of all ages are able to fully engage in our events.



BEFORE THE EVENT/TRAINING OR WORKSHOP

1. Registration and Communication:

- ✓ Provide accessible registration options, such as online registration forms that are screen reader-friendly.
- ✓ Offer multiple communication channels for inquiries, including phone, email, and text-based communication for individuals with hearing impairments.

2. Information in Multiple Formats:

- ✓ Make event materials available in various formats, such as large print, Braille, and digital versions compatible with screen readers.
- ✓ Ensure that all electronic documents and presentations are properly formatted for accessibility (e.g., tagged PDFs).

3. Transportation:

- ✓ Provide information on accessible transportation options to and from the event venue for attendees with mobility impairments.

4. ASK! When you send out the invitation or notice:

- ✓ Include a welcome message to let invitees know they can contact the planner regarding specific requirements. You can include a disclaimer such as: ***"We strive to host inclusive and accessible events that enable all individuals, including persons with disabilities, to fully engage. Please feel free to inform us, should you need any particular assistance or have an inquiry."***

5. Make sure to hand over this list to the person who organizes/procures the venue.

CHECK VENUES IN ADVANCE & PLAN ACCORDINGLY

1. Inclusive Communication:

- ✓ Promote the use of plain language in all event materials to make information more accessible to a broader audience.
- ✓ Include clear communication on disability-friendly features in the venue, such as accessible restrooms, seating areas, and assistive listening devices.

2. Visibility – consider persons with visual impairment:

- ✓ Ensure clear signage (identify location and directions).
- ✓ Provide a well-lit meeting space.
- ✓ Ensure the projection screen is visible from all seating.

3. Acoustics - consider persons with hearing impairment:

- ✓ Provide a roving microphone.
- ✓ Consider sound acoustics in the room (proper sound system).
- ✓ Limit unnecessary background music.
- ✓ Ensure seating is available near the presenter for lip reading.
- ✓ Make assistive listening devices available (e.g., live captions on MS Teams, transcription apps).
- ✓ Ensure a well-lit space for a sign language interpreter/live caption interpreter.

4. Mobility - consider persons with physical impairment:

- ✓ Ensure accessible/designated parking near the venue.
- ✓ Consider proximity to the bus stop/public transport.
- ✓ Ensure ramp or/and elevator access.
- ✓ Provide accessible bathrooms.
- ✓ Ensure barrier-free pathways.
- ✓ Have wide doorways and aisles to accommodate wheelchairs/scooters.
- ✓ Avoid loose cables across walking areas.
- ✓ Set tables, water dispensers, computers at a height/distance that is accessible for all.
- ✓ Establish accessible emergency exits.

5. Technology - consider those who may need to use adaptive devices:

- ✓ Ensure electrical outlets in accessible seating areas to accommodate devices, laptops.
- ✓ Make sure video material is captioned (e.g. with VEED)
- ✓ Provide live captioning services (e.g., by streaming the event on MS Teams and turning on live captions or bringing a live caption interpreter).
- ✓ Use screen reader support.
- ✓ Design accessible presentations (e.g., big/readable fonts, well-readable text, well-adjusted color contrast).

AT THE EVENT

1. Assistance and Support:

- ✓ Have staff or volunteers available to assist attendees with disabilities, including guiding them to their seats, providing directions to accessible facilities, and helping with technology setup.
- ✓ Provide a designated point of contact for attendees with disabilities to address any specific needs during the event.

2. Visual and Tactile Information:

- ✓ Consider using tactile maps and touchable models to help attendees with visual impairments navigate the venue.
- ✓ Display event information in multiple sensory formats, including audio announcements or tactile graphics.

3. Captioning and Sign Language Interpreters:

- ✓ Ensure that live captioning and sign language interpreters are available and visible to those who need them during presentations and discussions.
- ✓ Provide a designated area for attendees who are deaf or hard of hearing to have clear sightlines to the interpreters.

4. Accessible Seating:

- ✓ Reserve accessible seating areas near the front for attendees with disabilities.
- ✓ Ensure that these areas have sufficient space for wheelchairs and mobility devices.

5. Feedback Mechanism:

- ✓ Establish a clear and accessible feedback mechanism for attendees to report accessibility issues or request assistance during the event.
- ✓ Actively encourage feedback from attendees on their accessibility experience.

6. Accessible Networking Opportunities:

- ✓ Ensure that networking sessions and social events are accessible and inclusive, providing opportunities for all attendees to engage and participate.

7. Emergency Evacuation Plan:

- ✓ Develop and communicate an accessible emergency evacuation plan that includes procedures for assisting attendees with disabilities in case of emergencies.

8. Briefing of Event Staff:

- ✓ Provide training to event staff and volunteers on disability etiquette, assistance, and accessibility features at the venue to ensure a welcoming and supportive environment for all attendees.

9. Ensure that presenters are aware of the GIZ commitment to disability-inclusive meetings. Ask them to prepare and deliver their presentations with accessibility in mind.

10. Designate:

- ✓ At larger events with scheduled accommodations, designate someone to be responsible for accommodations as well as help with seating, ensuring captioning and other technology is working, maintaining clear pathways, or other needs.