## Accessible Meeting Tip Sheet

For meetings to be successful, everyone involved must have an equal opportunity to participate. Three components are essential for hosting meetings that are accessible to all partners, including people with disabilities and others with access or functional needs: location, room arrangement, and meeting discussion.

**Purpose**: The Accessible Meeting Tip Sheet, adapted from ADA guidelines, explains factors that make meetings accessible to all members of the partner network.

**Instructions:** Review the Tip Sheet information to ensure all partners can fully participate in meetings and other activities.

Accessible version: <https://www.cdc.gov/cpr/readiness/afntoolkit.htm>

**Location**

Meeting location accessibility is of primary importance. A location that is accessible by most people with disabilities has at minimum these accessible features:

* parking, including van accessible handicapped parking and passenger drop-off areas
* accessible routes to the building entrance
* at least one accessible building entrance connected to an accessible route
* accessible routes to the meeting space
* an accessible meeting space floor plan
* accessible restrooms available to participants with disabilities

**Room Arrangement**

Accessible meeting room floor plans make participants comfortable. An accessible floor plan is one in which people who use mobility devices can easily maneuver; people who are blind or have low vision can safely navigate; and people who use assistive listening systems can clearly see speakers, interpreters, and captioning.

* Set up the meeting room to provide access to all participant seating locations, the speakers’ area, and refreshments.
* Aisles should be at least 36 inches wide and have enough turning space (e.g., a 60-inch diameter circle) in key locations throughout the room. These dimensions allow people using mobility devices to enter, exit, and participate safely.

**Meeting Discussion**

* At the beginning of the meeting, ask all participants to introduce themselves. This not only serves as an icebreaker, but also lets people who are blind or have low vision know who is at the meeting.
* Ask participants to speak one at a time and identify themselves during the discussion so that participants who are blind or have low vision know who is speaking.

**Audiovisual Presentations**

An accessible meeting presentation ensures that all participants have equal access to the meeting's content.

* If a presentation includes audiovisuals (e.g., computer presentation, video, charts, graphics), describe them for people who are blind or have low vision. Audio description does not have to be presented separately. The speaker can describe visuals as part of the lecture. If the presentation is provided to participants in print, the handouts must also be accessible.
* Caption or interpret the narration on the audiovisual for guests who are deaf or have hearing loss. If the audiovisual has no captioning, interpreters or real-time captioners can supply the text.
* Accessible exchange of information for people who are blind or have low vision may require that printed materials are provided in alternate formats (e.g., Braille, large print, on CD) or that notetakers are provided. The auxiliary aids and services needed at any one event will depend both on the participants and the meeting's format, content, and handouts.

The information on setting up an accessible meeting is summarized from the Department of Justice Americans with Disabilities Act website. For more information, visit: <https://www.ada.gov/business/accessiblemtg.htm>.