

Accessibility Checklist

This document has been designed as a tool to help event organizers plan for accessibility.

The checklist should be reviewed at the beginning of the planning stage so that accessibility related costs (if any), can be included in the overall event budget.

For further information please contact AccessMAC at: access@mcmaster.ca ext. 24644.

Physical Accessibility

Getting to the event

- Ensure that the route to the location is accessible. Consider the immediate pathways to the location (no construction barricades en route, snow has been/will be removed, pathways are clear of ice, etc.).
- Provide directions of an accessible route.
- Ensure that electronic maps that are sent via email are accessible using screen reading software.
- Adequately post signs on routes to the event.

Event Building

- Entrances to the facility are obstacle free and/or equipped with an automatic door with accessible push buttons.
- All accessibility features are operational, e.g., doors, elevators, platform lifts, etc.

- Public elevators can accommodate wheelchairs and motorized scooters.
- Accessible washrooms are in close proximity to meeting location.

Event Space

- Layout or tables and chairs are spacious enough to allow participants to move around without running into obstacles or requiring the removal of objects during the event.
- Setup allows freedom of movement using mobility aids (e.g., guide dogs, wheelchairs, motorized scooters).
- Background noise is not excessive.
- Effort has been made to encourage a scent-free environment.

Off-Campus Events

- Accessible public transportation is available to and from event location.
- Accessible and safe parking is available in proximity to event location.

Accessibility Features

American Sign Language (ASL)

To identify whether ASL is required at an event, consider the following:

- Include a statement in the advertising materials (poster, emails etc.) requesting participants to notify the organizers if they require ASL interpretation at the event by a particular date.
- Tentatively book the ASL interpreters informing them of the possibility of cancelling if the service is not requested.

- Consider the cancellation policy of the interpreter(s) when deciding the cut-off date (to avoid cancellation charges).
- Cancel the booking if ASL is not requested by the deadline.

Communication Access Realtime Translation (CART)

- CART is a live, word-for-word transcription of speech-to-text so that individuals can read what is being said in a group setting or at meetings.
- It can be displayed on a laptop screen or projected onto a large screen for lectures, classes, large events and meetings.
- This is an example of a broader accessibility feature that will benefit many attendees, not just those with hearing loss.
- The service is available on-site or remotely – for details on how to book this service, please contact the Accessibility Specialist in the Office of Human Rights & Equity Services at: access@mcmaster.ca or 905 525 9140 ext. 24644.

Volunteers

- For large events, ensure volunteers are available and clearly identifiable
- Organize accessible customer service training through the Accessibility Specialist in the Office of Human Rights & Equity Services at: access@mcmaster.ca or 905 525 9140 ext. 24644.

Activities

- Ensure that there are a range of activities that are accessible to all fitness levels, including people with physical disabilities and people with varying degrees of athletic and activity ability.

Advertising and Communication

- Advertise the event with location details as soon as practicable to enable persons with disabilities using accessible transit services to book their trip as this service often requires advance booking.
- Specify the accessibility features available at the location, e.g., wheelchair access and proximity of accessible washrooms.
- Use inclusive language, e.g., person with a disability.
- If email is used to communicate information about the event, ensure that all attachments are accessible, i.e., readable by screen readers or provide a text only version of the attachment relaying all the information provided in the document, including a text description of relevant images.
- Include a statement inviting participants to inform the organizers of any disability-related accommodations they require in order to fully participate or attend the event or include this as a question in the registration process.
- Provide contact details of the person who can be reached for accommodation related inquiries or requests.
- Consider each accommodation request individually and work with the individual to find a solution that is workable for all parties.

Presentations

Information for Presenters

- Describe any visual images used during presentations and ensure a high degree of color contrast between the background and text.
- Font size for text documents should be a minimum of 12 points.
- Font size for presentation slides should be a minimum of 16 points.
- Use sans-serif fonts such as Ariel, Tahoma or Geneva.

Access**MAC**

- Assume that persons with disabilities are part of the audience (including persons with invisible disabilities).
- Use person-first language e.g. person with disabilities.