



# Accessible Event and Meeting Checklist

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## 1. Proactively seek accommodate needs

- Ask all participants to communicate any accommodation needs ahead of time.
- Include an accommodation statement in any invites, registration forms or emails.
- Consult directly with any participant who makes an accommodation request.
- Provide the most appropriate accommodation with respect for dignity and inclusion.

## 2. Follow the principles of universal design

- Review, understand and apply the [7 principles of universal design](#) to the event.

## 3. Choose an accessible location

- Visit the event or meeting location before booking or confirming it.
- Ask about and check for different accessible features at the location or venue, including accessible washrooms, seating and paths of travel.
- Consider how best to provide accessibility supports, such as captioning services, sign language interpreters and support persons.

## 4. Make presentations accessible

- Review the [Accessible Slide Deck Guidelines](#) for how to make presentations accessible.
- Have a clear purpose for displaying visual information and describe all graphics.

## 5. Request feedback from participants

- Provide the opportunity for event or meeting participants to share feedback.
- Remember that accessibility is a process and feedback fosters improvement.

Refer to the full Accessible Event and Meeting Guidelines for more information. Questions or alternative format requests can be directed to the Board's [Accessibility Officer](#).