

Accessible and Inclusive Events Checklist

If you would like this checklist in an alternative format, please email AccessibleEvents@umich.edu

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Please note that we suggest all events have virtual components and/or recordings posted so that everyone has equal opportunity to attend events.

Scheduling

- When possible, record events and make them available at a later date. Ensure that any captions, sign language interpreters, or resources that were available during the event are also available in the recordings.
- Consider the needs of your specific audience when selecting times for your event.
- Ensure events don't conflict with major religious holidays (most are listed on the [Office of the Provost's Academic Calendar](#)). Note that some holidays affect a certain time of day (for instance, Jewish holidays start at sundown).

Selecting an Event Space

- Ensure [accessible parking](#).
- Ensure [accessible buildings](#) and entrances.
- Ensure access to [wheelchair accessible and gender neutral bathrooms](#).
- Ensure access to [lactation rooms](#).
- Ensure that furniture is set up in a way that allows wheelchair users space to move.
- When possible, host events on ground floors.
- When possible, ensure access to [reflection rooms](#).
- Check to ensure that speaker(s) have access to the presentation area. (For example, not all stages have ramps)
- Make sure there are places to sit in the presentation area and have water available for the speaker(s).

Food and Drink

- Do not serve common allergens such as nuts on the premises.
- List every ingredient for any food or drink being served in large print, including factory exposures.
- Ensure there are clearly labeled Kosher/Halal options available.
- Ensure there are clearly labeled gluten-free options available.
- Ensure there are clearly labeled vegetarian and vegan options available.
- Ensure all food and beverages are either individually packed or adequately separated to avoid cross contamination.
- Include straws where beverages are being served.
- When [serving alcoholic beverages](#), ensure there is also water and other non-alcoholic beverages with an equivalent level of availability.

Safety

- Establish accessible safety protocols that consider locations of exits, a protocol for people with limited mobility and other disabilities, and the nearest area of rescue assistance.
- Contact the [Division of Public Safety and Security](#) (DPSS) at 734-763-1131 for any safety concerns or questions.

Personal Assistance

- When possible, identify one or more on site staff members to provide personal assistance.
- Clearly identify them with large, typed name tags.
- Encourage them to verbally offer help.

Hybrid and Virtual Event Considerations

- Make sure in-person cameras are at eye level.
- Don't limit audience participation to only in-person or virtual audience members.
- Any visual aids such as presentations or notes should be done virtually through screen sharing with a projection of them in person.
- Ensure the video platforms and tools used are accessible by referencing U-M's [Videoconferencing Accessibility webpage](#).

Microphones and Sound

- When there's an in-person component, make sure there are enough working microphones for all panelists and for audience Q&A. Ensure everyone uses the microphones regardless of their personal volume.
- For hybrid events, test sound from the venue to make virtual people can hear those who are in person.

Captions and ASL (American Sign Language)

- When choosing CART (Communication Access Real-time Translation) and/or ASL (American Sign Language) providers, reference [U-M's Google Sheet for preferred providers](#).
- For smaller meetings or events, you can just use automated captions (unless CART or ASL is requested).
- For medium-large events, you can just provide CART (unless ASL is requested).
- For university-scale events, provide CART and ASL.
- For scripted events, give copies of scripts to both CART and ASL providers ahead of the event.

- When possible, give CART and/or ASL providers the names of anyone speaking, any jargon specific to the topic, or any terms of art (i.e., terms that take on new meaning when used in the topic).
- If you provide ASL or CART by request only, give participants at least one week to request them and offer a clear way to request them.
- Ensure you have ample time to procure ASL and CART providers.
- Ensure virtual CART is done through Zoom, not externally.
- Typically, ASL interpreters switch off every 15 minutes, but you should check with the individual ASL providers to find out their policy.
- Request funding for ASL or CART by emailing ECRT at ecrtoffice@umich.edu or by filling out a [request form](#).

Note: LSA employees who are organizing events which meet one of the required [criteria](#) (scroll down to “Funding for Event Accessibility Services”) may request funding for accessibility services (such as CART, ASL, assistive listening systems, etc.) by emailing the Disability Navigators (LSA.Disability.Navigators@umich.edu).

Marketing and Materials

- Ensure all materials are accessible. See this guide on [making materials accessible](#).
- When using RSVPs, automatically send out calendar invites to attendees.
- Send out reminders the day before events that include the agenda, presentation materials (when possible), time and place of the event, and the access and accommodation statements (explained in the following section).
- Use a variety of media (such as emails, flyers, posters, websites, or social media) to promote the event, as some may be more accessible for different people.

Access or Accommodation Statements

- Make sure all access and accommodations statements are written in plain text (i.e. text that can be selected as opposed to images of text) and accessible.
- Include access and accommodation statements in all communication materials, including RSVP forms, emails, and calendar invites.
- Allow sufficient time in your communications for participants to request any accommodations and for those accommodations to be scheduled.
- When possible, allow for anonymous ways to request accessibility features.
- Check with the presenter(s) to ensure any accommodation needs are met.
- Review this guide on [Access and Accommodation statements](#) to understand what information should be requested of or given to participants.**

During In-Person Events

- Indicate the location of the nearest lactation rooms, reflection rooms, and accessible/gender-inclusive bathrooms.
- When using name tags, consider adding [pronouns](#) and [color coding for communication preferences](#) (consider including an icon to represent blindness and/or deafness as well).
- Provide multiple signs from multiple directions and entrances. Include graphics as well as text.
- Reinforce the need to use microphones consistently and correctly.
- Clearly communicate emergency protocols through announcements and/or signage.
- Emphasize that people can step out to take a break or leave whenever they need to.

During Virtual Events

- Make sure CART is set up or (if using automatic captions) the language is set.
- Present and follow etiquette for virtual meetings (including stating your name before speaking, not talking over one another, muting while not speaking, adding pronouns to Zoom user ID, and audio describing important visuals).
- Encourage participants who are comfortable turning their camera on to do so before speaking for people who lipread, but stress that no one is **required** to have their camera on.

Additional Resources

Please note that providing accommodations for events may require increased logistical planning and awareness of resources. Familiarize yourself with typical accommodation requests (e.g., CART, ASL, Hybrid events, zone-based [accessible seating, fragrance free, etc.], use of assistive technology) so that you can be prepared to provide an accessible event. Most accessibility/accommodation requests can be addressed by thoughtfully preparing for events, including accessibility items as potential lines in budgeting for events, and listening to disabled guests and attendees.

For more resources, see...

- LSA's [Disability Navigator's page on accessibility](#).
- The accessibility.umich guide on [accessible content creation and presentations](#) and [hosting accessible remote events](#).
- Umich's original [10 tips for Accessible Meetings](#)

This checklist was adapted from the Office of Diversity Equity, and Inclusion's [Guide on Accessible and Inclusive Events](#).

Contact ECRT (Equity, Civil Rights, and Title IX office) with any questions or concerns about staying in compliance with the Americans with Disabilities Act or other civil rights issues through [this request form](#).

Special thanks to Mary Lai Rose, Pam McGuinty, Winter McLeod, Phil Deaton, and Jane Berliss-Vincent.

If you have any questions, comments, or concerns about this checklist, please contact AccessibleEvents@umich.edu

