*In-Person events will include **hybrid** option when possible. The checklist below includes a hybrid process.

Part I Accessibility – Prep Work Planning

☑ Learn the accessibility needs (including language interpretation and translation) ahead of time by contacting invitees through social media and email through VTRC's listserv. Write a message that conveys intention, such as "We strive to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. To be respectful of those with allergies and environmental sensitivities, we ask that you please refrain from wearing strong fragrances. To request an accommodation or for inquiries about accessibility, please contact (name, email, phone)." (Cornell University, http://www.hr.cornell.edu/)

Alternative Option: Write an email with the following RSVP:

"I will need the following accommodations in order to participate:
- ❑ Assistive listening device
- ❑ Captioning
- ❑ Reserved front row seat
- ❑ Large print
- ❑ Braille
- ❑ Advance copy of slides and on-site hardcopies to be projected
- ❑ Fidget Space/Low-Sensory Space
- ❑ Wheelchair access
- ❑ Wheelchair access to working tables throughout room
- ❑ Scent-free room
- ❑ Lactation room
- ❑ Food Restrictions. Specify restrictions: _____
- ❑ Audio to text option
- ❑ Pacing
- ❑ High contrast illustration
- ❑ *Language translation (including ASL). Specify language: _____
- ❑ **Language interpreter. Specify language: _____
- ❑ Hybrid option (attend remotely)
- ❑ Other: _____

*Definition = language translation is the written word.

**Definition = language interpretation is spoken word.

✅ Inform public about accessibility services that will be available and how to request other services

✅ Follow-up with requests and offer alternative methods of involvement if requests cannot be achieved

✅ Create email and social media post to request that participants **minimize fragrance use** and **bring masks**. VTRC's protocol for in-person events includes the use of masks to reduce the spread of infectious diseases

✅ Inform speakers of accessibility procedures, including receiving power-points and other documents ahead of time to share with the public; verbally describe visual material; make material on screen readable from a distance; microphone use; activate captions; create breaks every hour; create distance between groups for smaller conversations

Before Event

Instructions: Write or type an "x" beside the action (left column) after the action has been completed.

Material

"x"   Actions

	Pledge – Provide document and accountability statement
	Health Safety - check for HEPA filters, masks, hand sanitization
	Food - create signs for available food options available (indicate allergens, gluten free, vegan, nut-free)
	Make Accessibility Tool Kit - communication cards, *assistive technology, make forms/documents in large print and braille, signs to direct the public into primary space and low sensory/rest spaces
	QR Codes – add code to publications and documents with announcements in advance. Add descriptions for visual cues.
	Accessibility One-Sheet – make document about available accessibility options available at the event (VTRC Language Accessibility and Interpretation Protocol)
	Share Information to Public in Advance - • Provide transcripts and presentation material, including power-points, in advance of meeting when possible and when applicable • Accessibility One-Sheet
	Translation Option – Check 7 Step Language Translation if translation of written documents is requested
	Reduce Sensory Input - create signs for laptop/digital device use (back of the room) and low sensory/rest spaces
	Presentations - make presentations accessible using Power-Point and Word Accessible Guidelines. • Use Plain Language Protocol from Green Mountain Advocates and Neuroinclusive Commnication recommendations. Adjustment for readability, write out numbers between zero and nine.
	Communication Notification Systems – decide on a method to communicate text, vibrations, low light flicker, etc.
	Zoom – if hybrid, check Zoom's Accessibility practices https://zoom.us/accessibility, follow Virtual Protocol, and VTRC Language Accessibility Protocol. Acquire hybrid technology for Zoom video communication • Staff or volunteer dedicated to hybrid participation
	Safety - Verify Safety Protocol

	• Create Safety Resource Document (resources at event and contacts for post event)
	Information Sharing - make sure VTRC Team is aware of accessibility protocols for event
	Feedback - create feedback forms to improve accessibility. Use paper and digital forms

* Assistive Technology examples:

- Screen readers
- Ipads with word enhancement, dictation, and language interpretation
- Noise cancelation headphones
- Hearing Loop system
- Microphones that can roam and amplifiers (if room is conference size)

Venue Check

"x"   **Actions**

	Verify Locations Hybrid Compatibility
	Check Venue's Accessibility - close bus stop
	Check Handicap Parking and Entrance Venue's Accessibility
	Check Primary Space's Accessibility - - entrance/exit for wheelchairs and other assistive devices - elevator **bathrooms - movability within room (cords or cables along the parameter of a room or taped down) - accessible outlets - signs for laptops, ipads, etc. use at the back of the room - paths without obstructions
	Check Presentation Needs - - Internet - Technology - Projector and Screen. Screen accessible from any angle
	Check Lighting - venue's dimmable lighting capability - lit spaces for ASL interpreters
	Check Accessible Tables and Chairs (seating for all body types)
	Check Entrance Tables (for placing material)
	Check Low/No Sensory and Rest Rooms
	Create an Accessibility Map - include gender inclusive bathrooms
	Check Service Animals Accessibility - close proximity to outside and water

**Gender Inclusive Accessible Bathrooms

At Event

"x"   **Actions**

	Accessibility Coordinator - Inform public of the Accessibility Coordinator
	Signs - Hang signs to direct public (into primary space and low sensory/rest spaces)
	At Entrances - Place accessible maps, assistive technology, one-sheets, masks and hand sanitizers at entrance of all rooms.
	Clear Entrances – Ensure there is easy of entry and exiting
	Reserved Seating – Identify seats at the front for ASL interpreter and audience members who communicate with ASL.
	Announce Speaker - Always announce self before speaking
	Descriptions - Provide brief visual descriptors first time speaking
	Clearness and Pace - Verify that speakers will speak clearly and slowly
	Presentation Closed Captions - Use power-point live (closed caption)
	Apply Plain Language - Use Plain Language Protocol from Green Mountain Advocates and Neuroinclusive Commnication recommendations
	Summarization - Repeat take-aways
	Repetition - Repeat questions and answers from self and audience
	Reduce Distractions - If hybrid, clear background and mute participants not speaking
	Content Warnings - Offer Content Warnings to minimize triggers/activation
	Accessibility One-Sheet – make document about available accessibility options available event (VTRC Language Accessibility and Interpretation Protocol)
	Review Safety Measures and Available Resources – if appropriate discuss Care Team role and how to identify them (Care Team is a term used by Education Justice Coalition of Vermont)
	Safety – Apply Virtual Safety Protocol • Make Safety Resource Document (resources at event and contacts for post event) available
	Pledge – Provide document and accountability statement

After Event

"x"   **Actions**

	Feedback - Distribute feedback forms to learn better ways to make events accessible. (paper and digital)
	Wrap-Up - Remove signs, cords, and equipment after the public has left
	Keep Organized - Pack Accessibility Took Kit
	Check-In – Offer a debrief or check-in with Presenters, Interpreters, Safety Volunteers, and Impacted Communities

Helpful Links

- Accessibility by Disability (sharepoint.com)
- Accessible Events and Meetings Handout.pdf (adobe.com)
- Accessible Meetings.pdf (adobe.com)
- Plain-Language-Checklist.pdf (selfadvocacyinfo.org)
- Language Interpretation - Vancro and Language Link

Work Cited List

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- Cornell University, http://www.hr.cornell.edu/
- Heath Hicks, Agency of Human Services (3/2024) Minimum Accessibility Requirements (sharepoint.com)
- Accessible Meeting and Event Checklist (cornell.edu)
- Green Mountain Self-Advocates ~ 2019 ~ www.gmsavt.org