Hosting Accessible & Inclusive Events - Checklist

Communication with speaker(s)

- ☐ What accessibility needs do they have?

- ☐ Provide details to and work with our ADA Program Manager, Susan Smythe to ensure ADA requests are met.

- ☐ If someone asks, are they willing to electronically share their presentation material with audience members?

  - ○ If material is going to be shared with audience members, have they used an accessibility checker to check the material they intend to share? Please refer speakers to our article on Creating Accessible Documents if they are not sure.

- ☐ Share the following best practice links with the presenter(s):
  - ○ Accessibility Guidelines for Speakers
  - ○ How to improve your presentations with just one click [Part 1]
  - ○ How to improve your presentations with just one click [Part 2]

Site selection

- ☐ Swarthmore has vetted reservable space for physical access. Spaces not in the reservation system will need to be checked for barriers.

- ☐ Is the venue near accessible parking?

- ☐ If the speaker has accessibility needs, does the speaker area meet those needs? E.g. if they have mobility issues, ensure there are no physical barriers.

☐ Are there microphones for the speaker?

☐ Is there a roving microphone for audience questions or comments?

☐ If needed, does the room have an assistive listening system? Please note that you can search for this feature in Swat Central.

☐ If the room has flexible seating, and screen projections will be used, please check that the screen is visible from all seating?

☐ Is food being served?

Invitation

☐ Clearly invites visitors to request an accommodation including identifying any food and drink allergies or sensitivities. An example statement could be:

> *"Advance notice: Swarthmore College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact the event sponsor* **[add your email]***, or Susan Smythe, ADA Program Manager at 610-690-2063."*

☐ Follow up on all accommodation requests. If it appears you might be unable to meet a specific request, consult with Susan Smythe, ADA Program Manager, and follow up with the individual who made the request to determine whether an alternative arrangement can be made.

☐ Link to the campus map. Consider specifically linking to the interactive map so that visitors can see where the closest accessible parking and walking routes are.

Check the Venue

☐ Clear signage (identifying location and directions).

☐ Reserved seating is available near the presenter for lip reading.

☐ Space for wheelchairs

☐ Entrance is clear and free of any obstructions or barriers.

☐ Paths and walkways to the venue are free of obstructions.

☐ If extra space or a work surface has been requested, is it available?

☐ Well-lit space near the speaker for an interpreter, if needed.

☐ If there will be an interpreter team, reserve seats in the front near where they will be standing during the event.

☐ Designate someone to be responsible for accommodations, as well as offering assistance for seating, ensuring captioning and other technology is working, maintaining, clear pathways and other needs

☐ Comfortable space for service animals to rest during event;

☐ Is the meeting space and adjacent areas well-lit

☐ Are the routes to the venue from suggested parking areas or public transportation areas clearly marked and clear of temporary barriers

☐ Accessible restrooms and water are close by and directions to them are clearly marked

☐ For additional tips and information on planning events, please visit our Events Management site. The site includes information about hosting green events, reserving space, room layouts and more.

When Serving Food

☐ It is critical to ask about food allergies and sensitivities and to convey those to the catering organization.

☐ For additional guidance, please refer to [Hosting Green Events](#) and [Catering](#)

Webinar, Hybrid or Zoom events

☐ Swarthmore incorporates automated live captions and transcripts by default on Zoom. Visit [Zoom at Swarthmore](#) and [Accessibility on Zoom](#) for more information.

  ○ **Important Reminder**: If an ASL interpreter is requested, this should be coordinated through our ADA Program Manager, Susan Smythe

☐ During hybrid events, provide audience members with a microphone and ask the host to repeat the question or comment.