

Accessible Events: Hosting Inclusive Meeting Experiences



This session will cover:

1. Pre-event best practices (planning and preparation)
2. Promoting inclusion during events (execution)
3. Post-event procedures (follow-up)

Our goal?

Connected!

Energized!

Ready to take action!



Pre-event best practices

Planning and preparation

Layers of event accessibility



Physical



Virtual

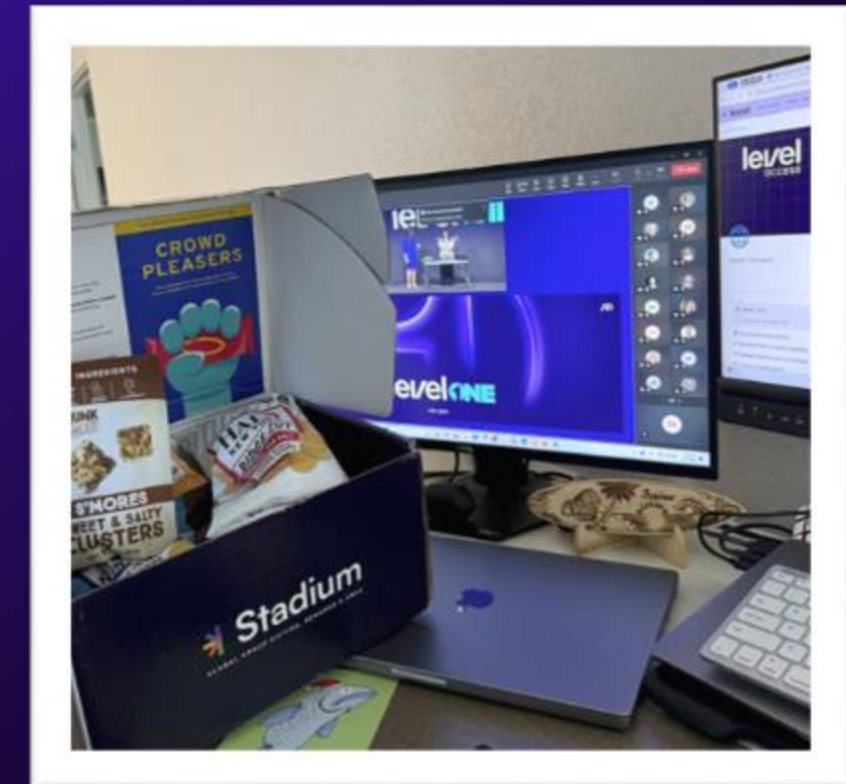


Cognitive

Sensory

Food

Accommodations





Identify non-negotiables

- Accessible venue and virtual platform
- QA testing registration forms and surveys
- Providing clear signage throughout event
- Access to presentation materials during event
- Captions for video content
- AI captions / transcription
- Various interaction and networking options
- Clear agenda setting and frequent breaks

Gather access needs and accommodation requests

- Assistance with navigating venue
- Sign language interpreters
- Assistive listening devices
- Real-time captioning for speakers
- Alternative formats for presentations
- Dietary restrictions
- Mobility devices

RSVP for 2025 Company Kick Off (CKO)

* Required

Access Accommodations

As we prepare for 2025 CKO, we want to make sure all employees can fully participate in all aspects of the event. If you have any accessibility needs or accommodation requests, please let us know through this form.

Important Note: Even if you have provided your accommodations in the past, to ensure we have the most up-to-date information, we request you please share your information through this survey. We apologize for this inconvenience. This information will not be shared with others unless there is a business need to know.

6. Do you require any additional accommodations in addition to what is provided by default? *

CKO will include the following accessibility features: accessible digital copies of presentations provided in advance, accessibility digital copy of schedule, captioned and audio described videos, live transcription for all sessions, and quiet spaces for in-person venues.

☒ Yes

☐ No

7. Please share any accommodations that you will require to participate fully in this event. *

Enter your answer

Back Next

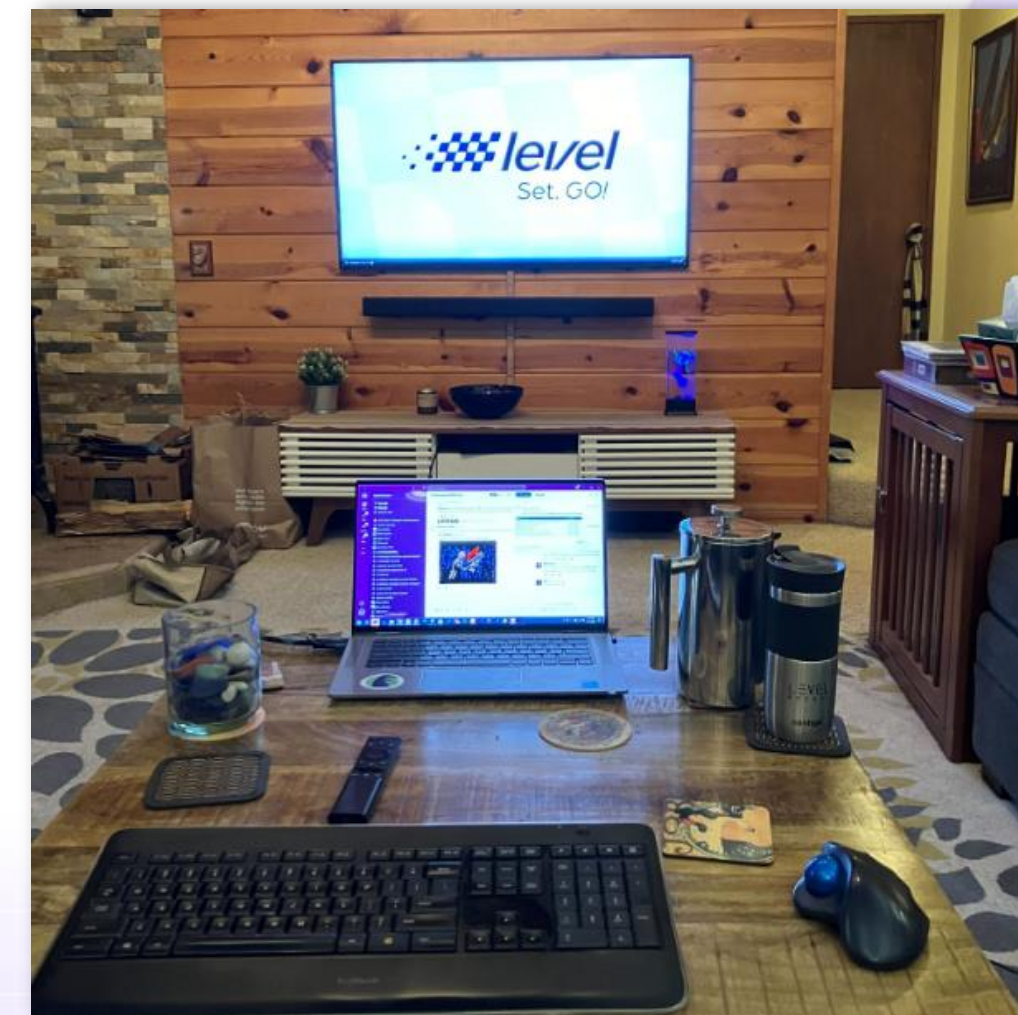
Additional best practices

In-person

- Layout of venue and ease of access to various spaces (restrooms, meals, breakouts, etc.)
 - Wayfinding and written directions
- Service animal considerations
- Sensory access needs supports
 - Quiet spaces
 - Stim tools
- On-site communication needs
 - Auditory and written announcements
 - Designated messaging systems
- All-gender restrooms

Virtual

- Chat needs
- Designated IT support
- Accessibility features and barriers doc for platform



Promoting inclusion during events

Execution

Pre-event training with staff, volunteers, and speakers



Practices to include

- Identify accessible seating and restrooms.
- Develop accessible presentations.
- Confirm access to presentation materials.
- Assist attendees.
- Use inclusive language.

Staff and volunteer expectations during event

- Monitor accessibility features to ensure they are working properly and address issues immediately.
- Use clear and simple language in all announcements and instructions, ensuring they are delivered in multiple formats.
- Implement accessibility and disability needs support best practices.



Some examples of inclusion



Pronoun badges



Mobility devices



Sessions to recharge



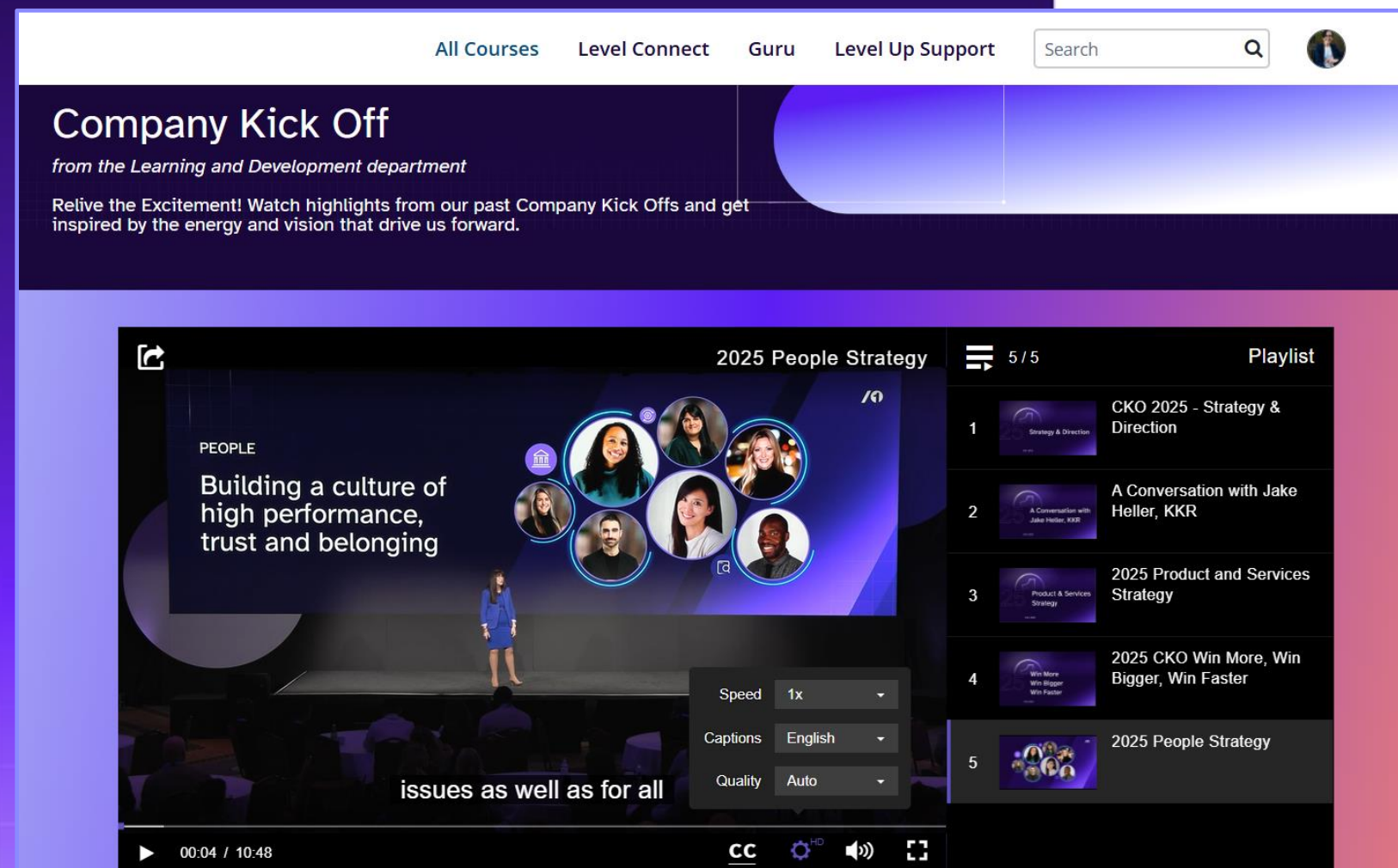
Captions

Post-event procedures

Follow-up

Follow up with attendees

When completing follow up...



Make sure:

- Communications remain accessible through all venues.

Share:

- Accessible recordings.
- Additional presentation resources.

Offer:

- Various formats to share feedback.

What you do after an event sets you up for success for the next one!

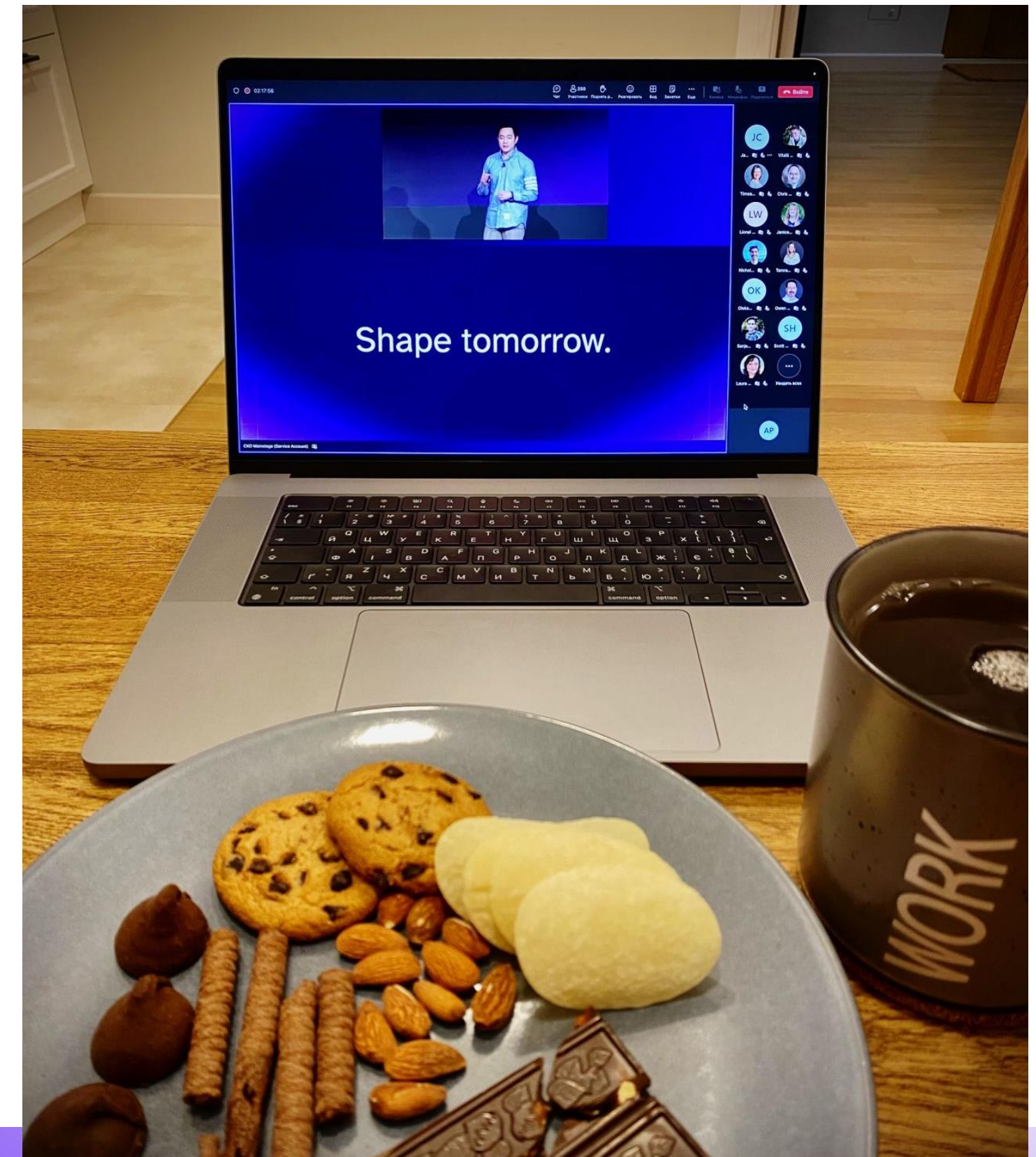


- Survey participants on their experience.
- Conduct a retrospective with staff, volunteers, and speakers.

Wrapping up

Takeaways for hosting inclusive meeting experiences

1. Accessible events require **accessibility to be part of your event planning and preparation** across multiple layers of accessibility.
2. Consider **non-negotiables** and identify **additional access needs and accommodations** requiring support along **general best practices**.
3. **Train your staff, volunteers, and speakers** on best practices to support during the event.
4. **Follow up with attendees, staff, volunteers, and speakers** to provide additional resources and request feedback.



5. Have fun!



Thank you!