Best Practices for Meetings Large and Small
Oregon Metro DEI Team
Provided by INCIGHT

Pre-Meeting
- Registration Announcement & Process
  - Use language like:
    - To successfully participate in this event, which of the following will you need?
  - What are you going to offer regardless of participant request?
    - As attendees to our conference may experience multiple chemical sensitivities, please refrain from wearing all perfumes and use fragrance-free, unscented personal care products for the duration of our event.
    - Mass Transit instructions (Close bus lie drop offs, MAX stops)
    - Location of meeting room
    - Microphone for sound amplification
    - Closed captioning on videos
    - Electronic PowerPoint slides prior to training (PDF)
    - A limited number of printed copies of slides

Things you can offer for participants to self-select:
- Materials Provided In:
  - [ ] Standard Print
  - [ ] Large Print
  - [ ] Braille
  - [ ] Text-Only
  - [ ] Electronic Files (formats may include PDF, Word, Text, and Excel)
  - Communication Formats / Aids:
    - [ ] American Sign Language (ASL) Interpreting
    - [ ] Other Type of Interpreting (please specify; e.g., Contact Signing, Tactile Interpreting): _____
    - [ ] CART (Communication Access Realtime Translation)
    - [ ] Assistive Listening Device ⓘ
  - I use the following assistive mobility device ⓘ: _____
    I will be accompanied by a service animal: _____ YES _____ NO
  - I will be accompanied by a personal assistant ⓘ: _____ YES _____ NO
    I have the following dietary restrictions:
    - [ ] None
    - [ ] Vegetarian
    - [ ] Vegan
    - [ ] Organic

[ ] Kosher
[ ] Gluten-free
[ ] Dairy/Casein-free
[ ] Sugar-Free
[ ] Other: _____

- o [ ] Food Allergies/Intolerances (please list): _____

- o Other accommodations that will help ensure my full participation: _____

- o If meeting planners have questions, the best way to reach me in advance of this event: _____

- Keep in mind that every component of your event should be accessible to ALL participants. Make sure pre- or post-event optional tours, social activities, or recreational opportunities are inclusive as well. If an optional activity is not fully accessible, disclose those details in advance so individuals with disabilities have the information needed to determine their interest and ability to participate.

Digital Space
- Use all the same considerations you would for the pre-meeting prep for in person meetings/trainings.
- Software
  - o If possible, allow people to self-select software to use for digital meetings. If this is not possible, provide accessibility training for employees so they are able to be trained by people who know the software well and know common paint points with the software.
  - o Most accessible & most commonly used meeting software:
    - Zoom by far the best option for people with disabilities
      - Zoom has the best integrations for CART captioning. If this is not an option, PowerPoint has the ability to add live subtitles through voice recognition. This will be less accurate, but better than nothing.
    - Google Meet
    - Skype for business (this requires the user to be familiar with it as it is not intuitive)
    - Go To Webinar is an ok option
    - Go To Meeting is NOT preferred
  - o Get training yourself so if there are problems you are able to trouble shoot for the participant with disabilities.
  - o Throughout the training think of all the spoken and unspoken things that are said and done and try and echo some of them for participants who may not see or hear them.
  - o Give people enough time to participate who may have mobility, cognitive or other reasons they cannot answer quickly.

Space Considerations

- Sign In station- Make sure there is someone who is able to help people sign in if they need assistance. Also, if the mic or portable speaker system is placed in a certain part of the room, placing a sign at the sign in sheet with the following information is helpful.
  - "If you benefit from sound amplification, please sit close to the _____side of the room."
  - This allows participants to choose their seats prior to the event starting that may be most helpful to them.
- If possible, make sure there are different seating options so participants can seat themselves in a place that is better to hear/see as well as not triggering to them if they are dealing with any challenges throughout the training.
- Make sure stages, podiums and other platforms are accessible
- Accessible restrooms should be on the same floor as meeting rooms. If accessible restrooms are not on the same floor, increase break times between sessions.
- Different options for seating- different bodies fit different size chairs. Some people need armed chairs and some have a hard time sitting in chairs with wheels.
- If possible, have a separate room for participants to "take a moment" if there are triggering elements to the space (sounds, smells, lights, over crowded, etc.).
- Circulation space- At least 36 inches and preferably 60 inches for aisles
- Offer accessible seating locations throughout the room so individuals with disabilities have choices similar to the choices available to others.
- Consider the direction of the seating to assure that there is seating available that does not force someone to sit with their back facing the door.
- If possible, leave room at the rear of the meeting space for attendees to stand or stretch.
- Doors should be propped open at the start and end of each session.

Meeting/Training Preparation

- Know your audience
- Be thoughtful about activities
- How equitable are you prize/giveaway opportunities?
- Are your presentations accessible for all?
- Video accessibility
- Fidget toys & activities

Post Meeting/Training Check In

- In the survey you normally send out, add a question like below or send a separate survey out to the participants who did request accommodations to find out how well they worked.
  - Did you request accommodations for this meeting? If yes...
    - Was the request sufficiently met?
    - Is there something we could do better next time to make our accomodations more successful?