



## Checklist for Planning Accessible Meetings and Events

### ***Choosing the Location***

- Near public transportation/subway with a working elevator and accessible parking.
- Facility's entryways are 38" or wider; ramp/elevator access to all meeting areas.
- Wheelchair accessible bathroom near meeting room.
- Meeting room is in a quiet location, without background noise and/or poor acoustics.

### ***Accessible Communication***

- In advance, ask attendees if they require reasonable accommodations/alternative formats; place this information in registration form and program announcements.
  - Suggested statement: ***“We are committed to providing equal access to this meeting for all participants. If you need alternative formats or other reasonable accommodations, please contact (name of person) at (number) or via email: (email address) with your request by close of business (deadline).”***
- Contact NASA's Disability Employment Program (DEP) at your Center to schedule sign language interpreters with at least 5 business days' notice to ensure availability of interpreters. Note that it's easier and more cost effective to cancel a request than to obtain interpreters with short notice.
  - Contact your Center Disability Program Manager (DPM) to submit a request.
  - Prior to the event, email the following information to the interpreters, including agenda, list of presenters, slides, handouts, flyers, list of technical terms, acronyms, etc.
- Ask your Center DPM about obtaining listening devices for participants that request them.
- Ensure all videos are captioned.
  - Inform presenters and A/V team that captions must be turned on.
- Be prepared to email accessible documents and meeting materials to participants in advance.
- Presenters should describe visual information such as slides for participants with visual disabilities.
- Briefly describe accessible emergency evacuation path at the start of events that include outside participants.



## ***Meeting Room Set-Up***

- Aisles between chairs are 38” or wider and meeting room table surfaces are between 28” and 34” high.
- Set chairs in a wide V-shape or semi-circle to improve visual communication and to encourage engagement.
- Leave space near the podium/speaking area for sign language interpreters. Reserve seats with a clear line of sight to the interpreters and captioning for participants who are Deaf or hard of hearing.
- Remove chairs from various locations for participants who use wheelchairs or scooters.
- Provide a ramp to dais/podium if presenter has a physical disability.
- Provide directions to outdoor areas for walking service/guide dogs. Offer a bowl of water for dogs.

**For More Information/Questions:  
National Aeronautics and Space Administration  
Disability Employment Program  
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