



Accessible Events and Meetings

| | |
|---|----------|
| Step 1: Before your event or meeting | 2 |
| Training | 2 |
| Planning | 2 |
| Budget..... | 2 |
| Selecting a venue (exterior) | 2 |
| Selecting a venue (interior) | 3 |
| o Hallways and Corridors..... | 3 |

Contact [Commuter Services](#) to arrange temporary parking if necessary.

Ensure that the exterior doors of your venue are wheelchair accessible and equipped with an automatic door with accessible push buttons.

Selecting a venue (interior)

Ensure that any interior doors to your venue are wheelchair accessible and equipped with an automatic door with accessible push buttons. If not, consider staffing inaccessible doorways with volunteers.

All accessibility features are operational, e.g., doors, elevators, lifts, etc. If not, contact [Client Services](#)

Public elevators can accommodate wheelchairs and motorized scooters.

Accessible washrooms are in close proximity to meeting location.

Is the stage or elevated area wheelchair accessible?

Refer to the [Accessibility on campus](#)

The venue is well lit.

Hallways and Corridors

Are the venues hallways (one metre width) and doorways wide enough for wheelchairs and scooters?

Are hallways and corridors clear of any obstructions (e.g. furniture)?

Do any corridor doors have automatic openers?

Elevators

Public elevators can accommodate wheelchairs and motorized scooters.

Elevators have raised/braille buttons for persons who have low vision or are blind.

Use an [Acknowledgement and Recognition of Territory Statement](#) on communications and at the beginning of your event. This recognizes the traditional inhabitants of the land on which Queen's University is located.

Consider inviting an Indigenous representative from the territory to offer a blessing or welcome at the event opening.

Be aware of where Queen's has quiet spaces available for [prayer, reflection, and meditation](#). These spaces can also be used for people who need to be alone with less stimulation.

Be aware of where there are private, comfortable [locations](#) for breastfeeding.

Consider childcare outside of business hours.

Accessibility Features

Assistive Listening Devices

[Contact Event Services](#)

Interpretation Services

Interpretation services are available in the following formats:

- American Sign Language (ASL)

- Deaf blind intervener services

- Oral interpreters for a person who is hearing impaired and may not use sign language and may rely on speech (lip) reading

American Sign Language (ASL)

To identify whether ASL is required at an event, consider the following:

- Include a statement in the advertising materials (poster, emails etc.) requesting participants to notify the organizers if they require ASL interpretation at the event by a particular date.

- Tentatively book the ASL interpreters informing them of the possibility of cancelling if the service is not requested.

- Cancel the booking if ASL is not requested by the date included in event communications.

Volunteers

All volunteers reminded to ask guests, “How may I help you?”

For large events, ensure volunteers are available and clearly identifiable.

Organize [Accessible Customer Service](#) training.

First Aid

If you require a First Aid coverage at your event:

[Queen’s First Aid](#)

[St. John Ambulance](#)

Dietary Considerations

If you are serving food, give participants a chance to request dietary preferences.

Plan to provide volunteers to assist with food handling for persons with disabilities if requested (e.g., someone who uses a cane may need assistance if lunch is served buffet style).

Emergency Planning

Know the venues evacuation plan. Consider needs of persons with physical disabilities.

Are visual fire alarms present at venue?

Staff and volunteers are familiar with elevator locations and emergency exists.

Promotion

Use the [Accessibility Statement](#) on communications and social media to allow participants to request any accessibility or dietary requirements they might have.

Communicate a date in which requests are due by participants (e.g. ASL interpretation is not requested you can cancel to r . M

