



ACCESSIBLE MEETINGS AND EVENTS: The Basics

Thank you for seeking FISA's involvement in your upcoming event. As a foundation that champions equity and inclusion, we prioritize participating in events that are fully accessible to attendees and presenters with disabilities. We know you share our commitment to being welcoming and inclusive. To that end, we encourage you to consider the following:

- Ensure that your venue is physically accessible to people using wheelchairs or mobility aids, including parking, access to public transportation, venue entrance, registration, meeting room(s), restrooms, food areas. This means ensuring that there is a path with no steps, and that the hallways and doorways are wide enough for a wheelchair.
- Provide sound amplification in the room and insist that all speakers use the microphones.
- Ensure that all features of marketing, registration, and handouts are accessible.
- If the event is virtual, it should be on a platform that allows for captioning and sign language interpreting. (Zoom is preferred for accessibility.) Always enable auto-captioning in meetings and webinars, though this doesn't substitute for live captions if these are requested.
- All videos should be captioned.
- Ask about accommodations as part of event registration. Example: *[ORGANIZATION NAME] is committed to making our events accessible to people of all abilities. If you have access questions or wish to request an accommodation, please contact [NAME at EMAIL, PHONE NUMBER] at least {#} days prior to the event.*
- Be prepared to provide accommodations upon request (CART or live captioning, sign language interpreting, sharing slides and handouts in electronic format, audio description, etc.). If you get a request that you aren't familiar with, follow up with a call or email to ensure that you understand what they need and how to accommodate.
- Establish an accessibility line item in the event budget to cover common requests like sign language interpretation and CART.
- If you have questions, or need help with accessibility planning, please contact FISA Foundation at info@fisafoundation.org. We will do our best to assist you!

Resources:

- The above recommendations cover the most commonly requested accommodations. This resource on [Planning Accessible Meetings and Events](#) has many easy to use, practical resources for ensuring your event is inclusive and accessible.
- FISA has compiled a list of [local providers that provide accommodations](#).