Inclusivity and Accessibility Event Guidelines

1. **Have a designated accessibility contact to facilitate all accommodation requests.** This person can work with participants to ensure that their needs are met and that they feel included and valued.

2. **Ensure that all slides and presentations are accessible**. This means using high-contrast colors, large fonts, and captions for all segments of videos/audio.

3. **Share the agenda and specific locations in advance**, including accessible and gender neutral restrooms, so that participants can plan accordingly. This is especially important for individuals who may need additional time to navigate the venue, or for individuals who have environmental sensitivities. **Also consider providing a point of contact to obtain details for "surprise" events** for those needing supplies or rest.

4. **Share how much walking is involved and provide information about the venue layout.** This can help individuals with mobility limitations plan their routes and navigate the conference more easily.

5. **Schedule regular breaks throughout the conference.** This can be especially important for individuals who may need to rest or take medication at specific times. Additionally, managers should encourage participants to take breaks as needed.

6. **Have size-inclusive seating available for people to rest as needed.** This can be especially important for individuals who may have chronic pain or fatigue.

7. **Have reserved seating near the front for participants who may have vision or hearing differences.** This can help them better see and hear the presentations.

8. **Support those with sensory sensitivities by alternating moments of applause** with silent or quieter acknowledgements, such as snapping or hand waving.

9. **For meals, consider making food available at tables** or designating venue staff to bring food to the table. This can help individuals with mobility limitations or

challenges standing for extended periods of time. **Alternatively, invite attendees with an opportunity to line up first for buffets if they need.**

10. **Clearly label common food allergens** for shared meals and snacks. For example, include a list of allergens on meal description signs.

11. **For remote participants, consider offering online team-building activities and networking times.** This can help them feel more included and engaged. **Also consider designating a moderator to read online comments during the event.** This can help ensure that everyone's voice is heard.

12. **Encourage participants to follow health safety protocols,** such as staying home or masking if they may have been exposed to someone or if they have symptoms of a transmittable disease. In addition, announce potential illness exposures at events in a timely manner.