

## Brief Checklist for Accessible Health Promotion Workshops

### Priorities for facility access

- Parking, approach and entry are accessible.
  - ✓ Non-drivers can get to the site using public transportation.
  - ✓ Accessible parking spots are available.
  - ✓ Someone using a wheelchair (or scooter or other mobility aid) can safely enter the building, and reach the workshop location, restrooms and any other public spaces.
- Workshop space is accessible.
  - ✓ Good lighting
  - ✓ Well ventilated
  - ✓ Ample space for a person using a mobility aid to navigate
  - ✓ A few empty spaces at tables to make room for people using wheelchairs or scooters
- Restrooms are accessible.
- Water fountains, pay phones and other public features are easy to access.
- Building emergency evacuation plans take everyone into account.
- You can post directional signs in useful locations, and at regular intervals.

### Logistics and recruiting

- Be aware of constraints around public transportation; participants who use it may not have much control over their arrival and departure times.
- Offer assistance with filling out forms, but do not start the workshop late as a result.
- Avoid early morning events.
- Take scheduled breaks.
- Give clear verbal directions to restrooms and water fountains (avoid pointing or saying “over there.”)
- To increase your reach, promote workshops to disability-related organizations.
- Include an accessibility statement on your recruiting materials. For example:  
*Do you require any kind of accommodation to fully participate in this workshop? If so, please contact (person responsible for making arrangements) at (phone number, email address, and TTY if used) by (date).*

### Communication

- If you have posters or agendas up during your workshop, or are writing on a board or a flip chart, verbalize everything you write.
- Know where to get sign language interpreters or CART (Communication Access Realtime Translation) providers.
- If there are interpreters or CART screens in your workshop, don't stand in front of them.
- Be prepared to address the issue of payment for interpreters or CART. Make sure to include this in your program budget, or seek donations.

## Communication, continued

- If someone is using an assistive listening device that involves you wearing a microphone, speak into the microphone *every time you speak*, and repeat participant comments into the microphone.
- Speak clearly at normal speed and volume, don't chew gum, and try not to block your face.
- Make sure the materials you prepare are simple and easy to read: avoid small or fancy fonts, excessive bold and underlining, and text in colors like orange, yellow and red.  
***Fonts like this cause visual fatigue.***
- If you are using PowerPoint or other presentation software, be sure to verbalize the content of every slide, including images, and use the above guidelines for text. Consider a sound transition between slides.
- Be prepared to provide your materials in alternate formats, like large print or electronic. (Not many people require Braille anymore, but it doesn't hurt to know where you can go to have materials Brailled.)

## Environment

- If you are providing refreshments, know what the ingredients are.
- Avoid wearing perfume, cologne, or heavily scented products and encourage participants to do the same.
- If you will be taking pictures and must use a flash, warn people first.

## Service Animals

- Make sure receptionists and front line staff know that service animals are welcome at the workshop site. Keep in mind that not all service dogs are the same size or breed, and not all disabilities are visible.
- Do not distract, pet, feed or interact with a service animal.
- If a participant says they are allergic to animals, offer them the seat furthest from the person with the service animal.
- Check for trash cans near possible relief areas outside the facility entrance.

## Etiquette

- Do not single people out publicly because of their condition.
- Don't make assumptions about a person's needs – ask, and be prepared to respect the answer.
- Do not ask personal questions unless invited to do so.