Meetings are a daily occurrence on Ontario university campuses. As part of the series “Hosting Accessible Meetings”, this tip sheet offers advice for selecting accessible venues.

**Know your participants: plan for inclusivity**

- Allow your participants the opportunity to identify their accommodation needs early in the process via your initial notice or invitation. This will allow you time to be prepared and to arrange for a venue that is accessible to everyone.
- When you begin organizing your meeting, consider working with persons with disabilities. They know what works best for them in providing accessible services.

**Selecting accessible facilities**

Before booking a venue, visit the site to check the accessibility of the building and the meeting room(s).

**Checklist for selecting an accessible facility**

<table>
<thead>
<tr>
<th>Consider these questions when selecting your meeting space.</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the building accessible to those with mobility needs? Does it have ramps and automatic doors?</td>
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<tr>
<td>Are any service disruptions planned at your university on the date of your meeting that might make it difficult for participants to gain access to the meeting space?</td>
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<td>If yes, determine whether alternative entrances are accessible, and if so, alert participants/guests. If there are no alternative, accessible entrances to the meeting space, choose a new location.</td>
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<tr>
<td>Is there accessible parking within a reasonable distance of the meeting space? Notify participants/guests of the location.</td>
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<tr>
<td>Are there accessible public transportation options to get to the meeting space?</td>
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</tbody>
</table>
Consider these questions when selecting your meeting space. | Yes | No |
---|---|---|
Is at least one accessible washroom within a reasonable distance of the meeting space? | | |
Is an elevator available if your meeting is not on the ground floor? | | |
Do these elevators have auditory signals or visual clues to alert users at each floor? | | 
- If no, ensure assistance is available if required. Ask participants/guests in the invitation to inform meeting organizers if they will require assistance. | | |
Are all pathways clear of obstacles such as wires, chairs, etc.? | | |
If interpreters or assistive technology such as infrared or FM hearing systems are required, is the meeting space set up accordingly? | | |
If you are arranging for overnight accommodations for your guests/participants, do the suggested hotels offer accessible rooms and access to facilities? (It is best to visit and inspect the suites prior to arranging accommodations, whenever possible.) | | |
Are outside entrances, doorways, corridors and meeting rooms wide enough to allow easy access? | | |
If your meeting entails an extracurricular activity, have you ensured that the off-site facilities—restaurants, entertainment venues, etc.—are accessible? | | |
If arranging for group transportation, have you provided accessible options? | | |

Sources


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