

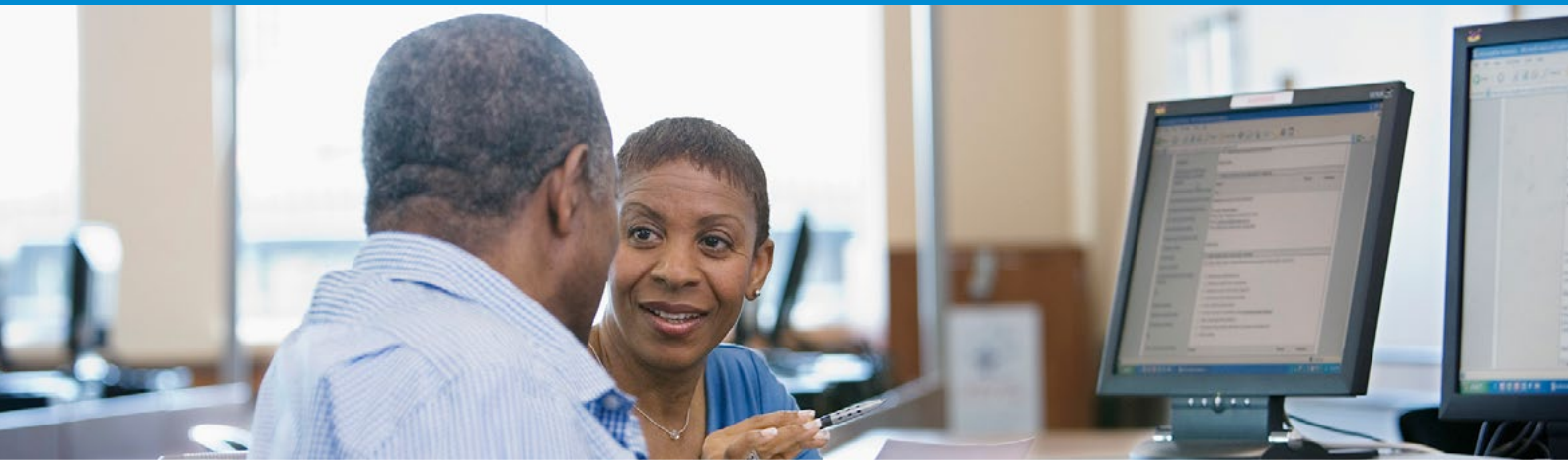


Making meetings accessible - 10-point meeting checklist

10-point meeting checklist

Before the meeting:

- Check if anyone taking part in the meeting has any additional requirements.
- Ask if any communication support is needed and book it in advance.
- Send out information in advance so people can prepare. Include the agenda and maps, as well as information on public transport and accessible parking.
- Build regular breaks into the agenda and stick to them.
- Check the accessibility of your venue. Is there a working hearing loop or visual fire alarm? Know the location of lifts, ramps and accessible toilets.
- Provide details of internet access. Some people may rely on internet access for adjustments.
- Provide details of remote access facilities and check they work for everyone.



On the day:

- Be ready to meet participants at the entrance to buildings, if required, so you can guide them.
- Check before the meeting starts that everyone has everything they need and give an overview of how the meeting will work, including timings of breaks and refreshments.
- Ensure everyone has the opportunity to participate. Ask participants to introduce themselves at the start of the meeting, including people taking part remotely. Remind everyone to reintroduce themselves every time they speak. Regularly recap key points of the meeting.

Visit our resources page at businessdisabilityforum.org.uk or call +44-(0)20-7403-3020.

Business Disability Forum are committed to ensuring that all products and services are as accessible as possible to everyone. If you wish to discuss anything regarding accessibility, please contact us.