# Tips for Planning Accessible In-Person Events and Meetings

This tip sheet is a guide to planning for basic accessibility needs. It is not a comprehensive resource. Please contact Student Accessibility and Testing or S&T’s ADA Coordinator for additional information.

## Event Marketing and Information

* Designate a point person to handle accessibility for the event.
* Include an access statement on advertising and invitations, such as “If you are an individual with a disability and need accommodation, please contact (name, phone number, and email of the accessibility contact person) at least 1 week prior to the event.
* Notify attendees if there will be strobe lights or loud music so those with sensitivities can make informed decisions.
* Be sure your promotional content is accessible. The [University of Missouri Digital Access](https://digitalaccess.missouri.edu/about/) page includes “how to” guides for making various types of content accessible. Link: <https://digitalaccess.missouri.edu/about/>
* Consider color choices and ensure an accessible level of color contrast in all materials including PowerPoint slides. WebAIM provides a [color contrast checker](https://webaim.org/resources/contrastchecker/). Color contrast checker link: <https://webaim.org/resources/contrastchecker/>.

## Things to Consider Prior to the Event

* If there are presenters, contact them to see if they need accommodations.
* If videos will be used, make sure they properly captioned.
* If there is a registration table, it should be no higher than 36 inches.

## Event Location and Spacing

* Ensure there is a step-free route from the parking area to the building entrance.
* Schedule events in accessible locations with directional signage, ramps, and access to elevators if on the second floor or higher.
* If planning an outside event, ensure the space has an accessible route without soft, loose surfaces like sand, gravel, and grass.
* Ensure there are adequate pathways (at least 36 inches) from the entrance to seating for people who use wheelchairs and other mobility devices.
* Pathways through the room should be free of tripping hazards.
* Plan for wheelchair accessible seating.
* Ensure accessible restrooms are available.

## Event Activities

* Arrange to have microphones available for presenters and encourage presenters to repeat questions from the audience into the microphone before answering.
* If food and/or drink are provided, be mindful of restricted diets and allergens, like nuts.
* When accommodation request are made, consult with Student Accessibility and Testing for students and S&T’s ADA Coordinator for faculty, staff, and guest accommodations.