



Planning an Accessible Event

The list below provides general accessibility options to consider when organizing your *Celebrations on The Great Trail* Canada 150 event. For more detailed information on how to plan an accessible event, you may consult the resource links referenced at the end of this list.

GENERAL ACCESSIBILITY AND EVENT LOCATION

- Keep in mind the needs of persons with accessibility issues when designing your activities.
- When choosing an event location, consider the general physical accessibility: entrance, elevators, accessibility of washrooms, parking spaces, reserved seating for people in wheelchairs and motorized scooters, evacuation plan that takes into account people with specific needs, etc.
- If your event includes registration, be sure that your forms and information are in plain language and accessible to all people including those using screen readers or other technology.
- Provide an opportunity for participants to outline their accommodation needs for the event.
- Designate someone on your team to deal with accessibility issues if they arise. Think about how you might deal with accessibility when delivering your activities.
- Plan ahead. For example, if someone has a hearing impairment, how could you assist them to fully participate in the activities? Is amplification, captioning or sign language interpretation required?

ADAPTATION OPTIONS

Communication:

If faced with a request for accommodation you don't know how to meet, or with a location that has accessibility issues and cannot be changed, the first step is to communicate with participants who have identified themselves as needing an accommodation. Ask them how you can accommodate their needs, and if you can't fix the issue, ask if there are other ways to accommodate their needs.

Ad hoc Adaptations:

Consider building a solution. If there is a step up to the entrance that makes your venue inaccessible, you may consider building a temporary ramp. If the accessible parking is too far from the event, provide an accessible bus to bring participants to the event, etc.

REFERENCES

[The Guide to Planning Inclusive Meetings](#) – Government of Canada

[Guide des reunions accessibles](#) – Ontario Municipal Social Services Association (OMSSA)

[Guide de planification de conférences accessibles](#) – Conseil des Universités de L'Ontario