

CEC - EQUITY EVENT CHECKLIST

PLANNING

- Who will offer a meaningful, accurate, and respectful Indigenous land acknowledgement? (Land acknowledgement should not be done by an indigenous person).
- Is there someone who can read the Anti-Harassment & Equity Declaration?
 - [Anti-Harassment policy link](#)
 - Have you identified a disability liaison, and anti-harassment and equity officers?
- Are there sufficient breaks for members to meet their needs (e.g., breast feeding, prayer, medical conditions, comfort)?
- Have you designated a coordinator to manage accommodation requests for the event? Have they asked in advance if anyone has any accommodations?
- Has the content of the workshop/ activity been submitted to the CEC for review?
- Are materials available in alternative formats (e.g., providing it in advance or electronically)?
- Have you provided the contact information for coordinator(s) of the event where participants can direct questions or concerns?
- Have translators and/or an American Sign Language (ASL) and Langue des signes du Québec (LSQ) interpreters been booked well ahead of time?
- Have you considered having guest speakers/panellists that reflect a diversity and/or underrepresented groups when planning professional development or inviting guest speakers to a meeting or event?
- Have you checked a calendar to ensure that a meeting has not been booked on a day of significance?

COMMUNICATION

- At the beginning of the event make sure that attendants know where the washrooms are, and whom to connect with if any folks have additional accessibility questions and/or concerns.
- Have participants been canvassed in advance to make sure that their needs are accommodated (e.g., dietary concerns, sign language interpretation, alternatively formatted documents)?
- Have participants been notified well in advance of the event so that they can arrange accessible transportation, attendant services, and other personalized support that might be required?
- Have handouts been provided in advance? Are the fonts and font size(s) AODA compliant? ([Refer to ADA Guidelines for additional assistance](#))

- Has an appropriate colour scheme been selected and used in any visual/ multimedia presentation material(s)? ([Refer to ADA Guidelines for additional assistance](#))
- Have you used inclusive language?
- Are the images in your communications reflective of diverse populations?
- Is interpretation needed for the meeting?

If an online platform:

- Have all the participants been informed that they should wear headsets to improve the quality of communication during virtual meetings/events?
- Have you ensured that the platform being used has closed captioning?
- Have handouts, including the agenda, been provided in advance? Are the fonts and size AODA compliant?

PHYSICAL STRUCTURE

- Is the location of the event geographically central?
- Are the physical facilities accessible to participants living with disability(ies)? This may include washrooms, elevators, doors, stools by microphones and spacing of chairs, and how food/refreshments are served (e.g., buffets may be inaccessible in some circumstances).
 - Are you able to rearrange chairs and/or tables to ensure comfortable and appropriate accommodations for folks with mobility devices and differing mobility needs.
- Are there spaces available to participants to use that meets their needs (e.g. breast feeding, prayer, medical conditions, comfort, special needs, quiet room)?
- Are there washrooms that are gender-inclusive, accessibility friendly and family-friendly?
- Has the venue been set up so that all participants can access the presenters/ presentation? (e.g., interpreters, microphones, sound systems, video displays, etc.)?
- For large events, are there areas free from obstacles, or are alternate routes available?

TECHNOLOGY & FINANCIAL CONSIDERATIONS

- Are you funding or seeking funding for members to print materials at home, or will materials be printed and handed out during the meeting?
 - Is there access to last-minute printing on-site for members if needed?
- If access to Wi-Fi is a concern, can an alternate accessible meeting space or Wi-Fi connection be rented (e.g., hotel room, community centre, etc.)?

FOLLOW-UP

- Did you follow up with members and solicit feedback to ensure future events are successful and accessible?

Structural Walkthrough Checklist:

- Are all curbs 'cut out' to ensure access for wheelchairs, scooters or mobility issues?
- Are the walkways and accessible areas free from obstructions?
- Are access doors automated? Are they operational?
- Are the lobby area and front desk suitably lit?
- Is the hotel front desk accessible to someone in a wheelchair or scooter? (Ex: A portion of the desk is no higher than 2' 10" or lower than 2' 6" with suitable knee/thigh space below. If not, do they have a plan for serving guests who require assistance due to its height?)
- Are the elevators accessible? Providing enough space for wheelchairs/scooters; Braille/raised-numbering system; audio floor announcement; doors that stay open for a minimum of 5 seconds; are the audible signals in elevator lobbies to signal up and down movement, etc. Floor space should be a minimum of 5' 6" X4'. If not, do they have a plan for support?
- Are there automated doors in common hallways? If not, the doors must be propped open.
- Is there emergency lighting in the hallways? Are they functioning?
- Is there high pile carpeting in any of the common use areas? It may pose a barrier to a person using a wheelchair or push walker. Runners in these areas would eliminate this problem.
- Are safety/handrails free from obstruction and secure? Ex: Handrails covered in garland may prevent someone from being able to use it.
- Does the hardware on the doors allow for easy use? Ex: Lever handles are easier to use than round handles for someone with dexterity problems. If not, they will need to be propped open.
- Are scented cleaning products used? If so, unscented products must be used during the event.
- Are automatic air fresheners used? If so, they must be turned off for the event.

- Are there automatic doors in and out of the bathroom? If no, the main bathroom door must be able to be propped open if needed.
- Is there space below the sink to allow for a wheelchair? Is there at least 2' - 3.5' (700 mm) knee/thigh clearance below accessible washbasins, vanities or sinks? Are the soap dispenser and hand dryer lower so that it is accessible to someone in a wheelchair or scooter? If not, what are the solutions?
- Has the hotel been provided with the checklist of items/actions available to members who require accommodation without a fully accessible room?
- Do the Hotel rooms meet accommodation requests?
- Has the hotel been made aware of any members with accessibility concerns?
- Has the hotel been made aware of any members with food allergies/ dietary restrictions?
- Has accessibility been taken into consideration in the planning/booking of the breakout rooms? Especially in regards to any breakout rooms that will be holding meetings/caucuses/etc. around accessibility issues, as these meetings tend to have a much higher proportion of people with disabilities or accessibility concerns.

Pre-event Checklist:

- Flooring check: if any carpets are thick piled, mats may need to be placed down for people using manual Wheelchairs.
- The furniture set up plan for all meeting rooms must include room between tables for people with mobility devices. A minimum of 36" when chairs are pulled out. If the room is of insufficient size, the accessible portion must include lanes into and out of the room, the front stage, and at least one microphone.
- Front stage for the main room must be ramped with a safe, proper handrail.
- Lighting must be sufficient for people with visual impairments, or Deaf/HoH members who may need ASL/LSQ interpretation. If insufficient, it must be included in the plan that floor lamps or other supplemental lighting will be provided.
- Are the elevators/escalators/automatic doors in working order? If not, what is the workaround?
- Is the social event being held at an accessible location?
- Is there accessible transportation to and from the rally and/or social event?
- Has ASL/LSQ interpretation been arranged for the event?
- Is there adequate seating available?
- Have specific seating arrangements been made for those who require them?