

General Considerations for In-Person Meetings/Events

- Barrier-free, slip-resistant path to rooms.
- Proper air circulation with temperature controls.
- Rooms large enough to allow all persons to move about freely.
- Clearly marked (Braille and tactile signage) accessible restrooms located on an accessible route near rooms.
- Elevators near rooms and along an accessible route.
- Accessible exhibit areas.
- Easy-to-open, lightweight doors (no more than 5 pounds) with lever handles or automatic/ push-button openers.
- Doors wide enough (32 inches with door open 90 degrees) for mobility devices to enter/exit and maneuver.
- Doors propped open at start and end of each session, with attendants or automatic mechanism to open the doors during session.
- Multiple sets of power outlets for laptops and other electronics.
- Well-secured, covered cables, wires, cords, and microphones placed outside of paths of travel.
- Tables for materials and food/beverage at a height (28 to 34 inches) reachable by mobility device users and in an accessible location.
- Quiet rooms near rooms, cell-phone free space.
- Rooms with plenty of space to allow people to talk, shout, clap, make noises, jump around, and do whatever they need for stimulation.
- Space for service animals.

Visual Considerations

- Signs (with Braille and tactile characters, sans serif or simple serif large type fonts, sentence case, and good contrast) that direct attendees to all rooms.
- Mounted signs designating permanent rooms and spaces with tactile characters that contrast with their backgrounds and Braille.
- Well-lit rooms and adjacent areas.

Auditory Considerations

- Good acoustics and a functioning auxiliary sound system.
- Location of all audio/visual equipment in an area that does not block paths of travel.
- Assistive listening devices, hearing or induction loops, and Communication Access Realtime Translation (CART) for attendees who are d/Deaf or hard of hearing.
- Prominent, well-lit, visible space for interpreters to stand (e.g., raised platform with a dark, solid color background).

- Clear lines of sight to interpreters and real-time CART

Seating

- Barrier-free seating aisles that are wide enough (36 inches) to accommodate mobility.
- Seating rows that are wide enough for attendees to walk.
- Accessible, integrated seating throughout the row.
- Preferred seating for persons with visual and hearing impairments in the front rows.
- Reserved seating near the exits for attendees who are sensitive to crowds and need to take.
- Adequate number of spaces for mobility devices dispersed to allow location choices and viewing angles equivalent to other seating, with clear lines of sight.
- Seats for companions accompanying persons with disabilities.
- Space on side of or under seats for service animals.