

- ▶ Do you host, organize, or participate in scientific meetings and conferences?
- ▶ Are your conferences and scientific meetings accessible from a presenter and/or attendee standpoint?
- ▶ When you hear the phrase “diversity, equity, and inclusion” do you think about ensuring that a conference or scientific meeting is accessible and inclusive for people with disabilities?

HOW TO MAKE SCIENTIFIC MEETINGS AND CONFERENCES ACCESSIBLE

Accessibility And Disability Inclusion Are All Of Our Responsibility

A FEW HELPFUL IDEAS

AS YOU PLAN:

1. Select a venue that allows all to access the physical space without barriers.
2. Ensure your website, forms, social media, and materials made available during the event are accessible.
3. Prior to the event share accessible versions of agendas, slide decks, maps, posters, evaluation forms etc. with all participants.
4. Ask on the registration form if attendees need accommodations and follow up with those who say “yes” to put accommodations in place.

AT THE EVENT:

1. Have large print name tags with high contrast.
2. Offer tours of the venue and have individuals available between sessions to assist attendees to locate the locations of interest.
3. Keep spaces clear to allow for easy access, for example do not put easels in hallways.
4. Provide CART (captioning) and audio description in all presentation sessions.

REQUIRE PRESENTERS TO:

1. Submit an accessible version of their presentation for sharing with attendees. Ask that they include text descriptions of images, tables, etc.
2. Keep slides simple with a 28-point font minimum with high contrast (e.g., white font on black background).
3. Describe images, videos, pie charts, etc. so all audience members have access to the content.

Make a PLAN for your organization’s next scientific conference or meeting to be accessible and inclusive.

Download our full toolkit at <https://disabilityhealth.jhu.edu/research/>

