



**A guide for
meetings to
ensure
Wheelchair
Accessibility**



Are you aware of participants' needs?

I don't know when and where to go

Will there be enough comfort breaks?

I want to know more about how the material will be presented?

Will I have a safe and accessible passageway to the meeting?

Wheelchair Accessible meetings can be made possible by making proper arrangements, in line with the flow of meeting planning



Meeting notices

Preparation of a meeting notice that is accessible to all participants



Access & Guidance to the venue

Ensure access routes have adequate way finding points, signing and is accessible and safe

Setup & management of meetings

Considerations to make meetings comfortable for all attendees



Meeting materials

Materials must be easy to understand and use





Meeting information

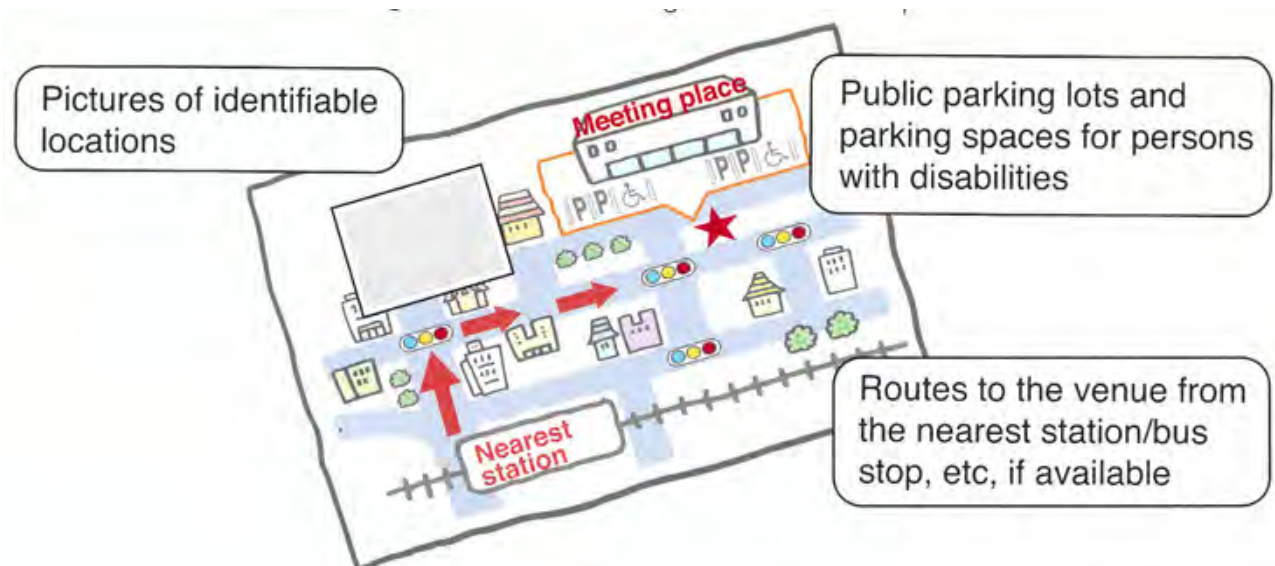
Tips for meeting notices:

- Proper communication method for each participant should be confirmed
- Pre-registration form is necessary to get information on specific needs
- Participants to choose format how a notice will be sent eg. fax, email, etc.



The following information should be communicated to relevant participants:

- Availability & locations of public parking areas & wheelchair designated parking
- Emergency contact information on the meeting day eg. phone, email, etc
- For maps attached to meeting notices, the following information is helpful
- Evacuation and safety drill

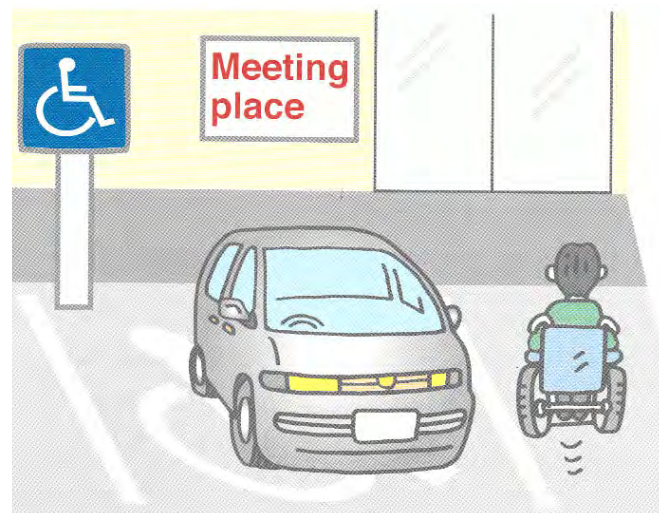
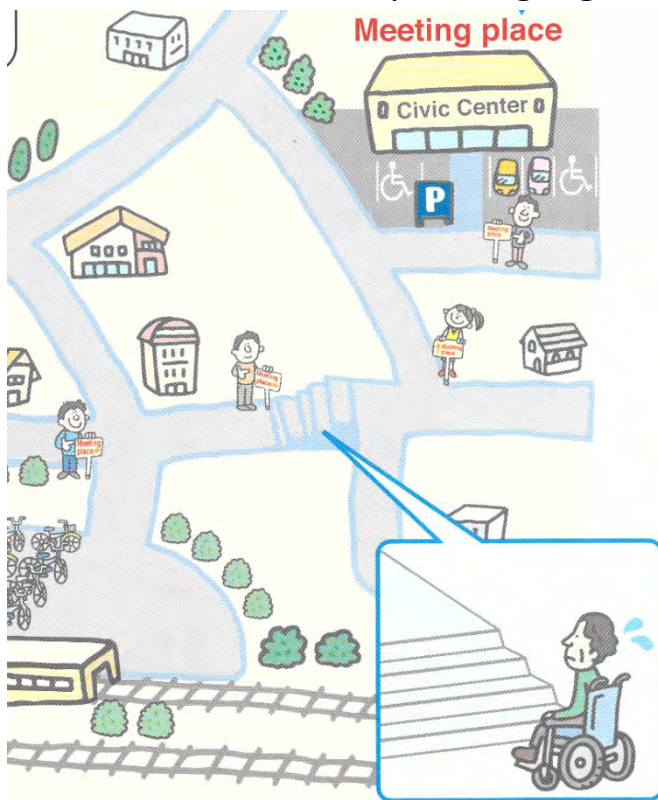




Access & Guidance to the venue

Tips for preparation & guidance on the meeting day:

- Meeting organisers must check in advance if the venue is easy to reach
- Check to see if there are any obstacles, stairs or gaps on the route
- In an environment with obstacles and unsafe gradients personnel assistance should be assigned
- Locations of support staff must be determined in advance
- Adequate support staff for guidance must be secured
- Support staff / care givers must be accommodated in all aspects of the meeting
- Parking for wheelchair users must be secured near the entrance, preferably undercover
- Availability of elevators must be confirmed
- Evacuation plan must be pre-determined and delegates advised
- There must be adequate signage to the toilet facilities

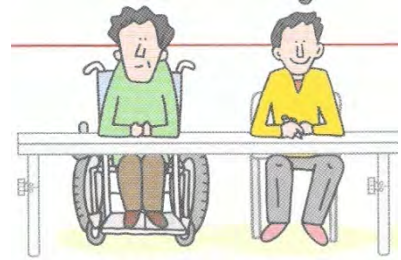




Setup & management of meetings

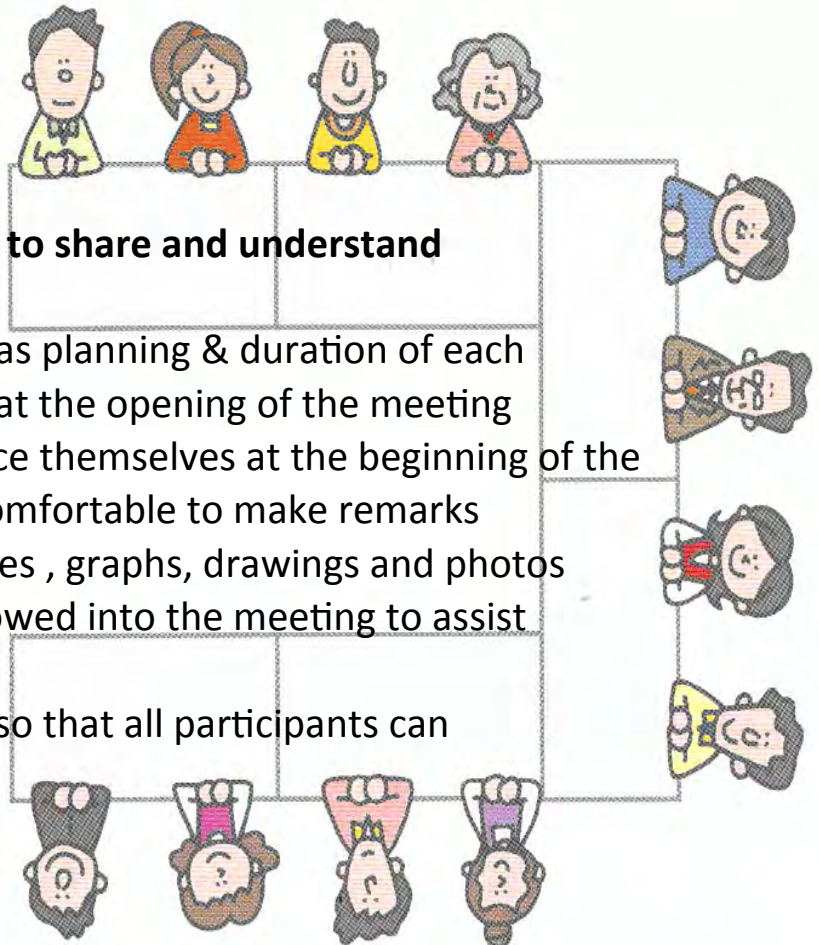
Meeting rooms should be arranged based on the needs of participants:

- Tables must be arranged in such a manner that participants can easily see the whole room
- Space for wheelchair foot supports and armrests should be secured under the tables. 70cm to the table top & 67cm to below the table top from the floor is generally recommended
- Appropriate lighting should be considered & lighting should be lowered around screens for projectors
- Environment related acoustics should be arranged so that participants can experience clear sound. The volume should be adjustable
- Air circulation must be adjustable
- Will there be WiFi & power aids?



All participants should be able to share and understand information:

- The flow of meetings, such as planning & duration of each session, must be explained at the opening of the meeting
- Participants should introduce themselves at the beginning of the meeting so that they feel comfortable to make remarks
- Speakers must explain figures, graphs, drawings and photos
- Care attendant must be allowed into the meeting to assist participant if necessary
- Minutes must be prepared so that all participants can understand & confirm





Meeting materials

Tips for preparation of meeting materials:

- Materials must be prepared in easy to read format and language
- Materials must be easy to use
- Material must be available on a memory device
- Presentation images should be sufficiently clear
- Information should not depend solely on colours but also be given in simple expressions
- Images & film clips should be easy to understand
- Technical terms or acronyms in presentations should be explained beforehand or when they first appear

