

Meeting Guidelines

Version 2

***These guidelines were developed for an event at which they were a number of participants with disabilities and Deaf participants.**

Tips for Creating an Accessible and Inclusive Conference

Please help us create an environment where everyone can participate equally and comfortably by following these guidelines:

- > Use inclusive language such as “D/deaf” and “hard of hearing” and avoid outdated and offensive terms such as “hearing impaired.”
- > Do not walk or stand in front of interpreters.
- > Do your best not to block line of sight during sessions so that all participants can see signing individuals.
- > Use the microphone (or have your interpreter use the microphone) when available, and state your name at the beginning of your turn.
- > Speak one at a time and pace yourself when you speak to the group to allow time for the interpreting process, which can lag a few seconds behind the spoken discussion.
- > Explain any acronyms or jargon you may use.
- > Ask permission before you take someone’s picture.
- > Push your chair into the table when you leave to maintain ample space in the aisle ways.
- > Turn your cell phone to the vibrate position.

Please note: during the conference, we will use flashing lights to indicate the start of a session or to get the audience’s attention.

ASL GLOSS Version

*The following is written in ASL gloss.

GUIDELINE FOR CONFERENCE TO BECOME EQUAL ACCESSIBLE AND ALL INCLUDE

PLEASE FOLLOW GUIDELINE ALLOW THIS ENVIRONMENT ALL COMFORTABLE AND EQUAL PARTICIPATE

- OFFENSE LANGUAGE EXAMPLE WHAT “HEARING IMPAIRED” REPLACE RATHER “DEAF” O-R “HARD OF HEARING” PROPER
- DO NOT BLOCK INTERPRETER AND DEAF PERSON’S VIEW
- WHEN YOUR TURN MAKE SURE YOU OR YOUR INTERPRETER USE MICROPHONE AND PLEASE SAY YOUR NAME WHAT
- DON’T INTERRUPT INTERPRETER AND GIVE TIME FOR TRANSLATING
- ABBREVIATE WORD NEED TO EXPLAIN
- ASK PERMISSION BEFORE PICTURE SOMEONE
- PUSH CHAIR BACK WHEN FINISH
- PAGER/CELL VIBRATE ON

BE ADVISE LIGHT FLASH WILL BE USE TO START MEETING AND GET ATTENTION