

Workshop Accessibility Guidelines

Determining a Location

- ❖ Select an ADA accessible space
- ❖ Wheelchair and Other Mobility-Related Access
 - Good things to consider include: Is there a working elevator? Are there steps or a steep slope in the building so that access may be limited? For folks where distance can be an issue, is Point A far from Point B? Say how many steps there are, whether they are steep, and whether there's a railing. If there are doors to open and close to enter the site, are they heavy? If there is a bell or buzzer, who will or won't be able to reach it? Are there enough chairs for people? Are there wide chairs?

Bathrooms

- ❖ There are long histories of trans and genderqueer people being harassed and in danger when they go into bathrooms, and equally long histories of folks with mobility impairments not being able to access bathrooms due to architecture, and still more histories of folks with chemical injuries getting ill from the chemicals used in cleaning bathrooms. If possible, it's helpful to actually go to the public site, see the bathroom and speak with the management. Is there a toilet that is in a bigger stall, that is lowered and/or with a grab bar for folks with mobility impairments? If not, let people know in advance. Is there a 'gender neutral' bathroom?
- ❖ Does the site use unscented cleaning products? If not, can you provide them with unscented products and ask them to use them, starting a week before the event?
 - [Resource on Fragrance Free and Multiple Chemical Sensitives \(MCS\)](#)
 - [Link to gender neutral bathroom sign](#) to post over 'Men' and 'Women' signs on bathrooms

Additional Room for childcare

Additional Rooms for break-out small groups for people with hearing-related access needs

Access to quiet space

- ❖ It can often be helpful to have a space where people can go if they need to be alone/with less stimulation. Do you have space and flexibility so that people can step back if they are getting overstimulated or tired?

Preparing for an Event

- ❖ Childcare
 - Identify childcare workers and materials for kids, including toys and snacks.

- Prepare a waiver day of to collect information about the kids. [Link to waiver here.](#)
- More resources on childcare through the [Bay Area Childcare Collective](#)
- ❖ Food Options
 - If food is part of a gathering, it's great to have multiple options - vegetarian, vegan, high protein, gluten-free, sugar-free, etc. Post ingredients somewhere visible. Let people know in advance that there will be food or not so they can prepare accordingly.
- ❖ ASL Interpretation
 - Set a date on your registration forms well in advance for people to let you know if they require ASL interpretation. Finding an available interpreter often takes planning at least 2 weeks in advance of the event.
 - [Link to Bay Area Communication Access site](#) to request ASL interpretation.
- ❖ Transportation
 - How are people arriving? Can people rideshare? Is there public transportation that would dovetail with the time of the event? Does paratransit need to be called?
- ❖ Outreach
 - Some people respond best to talking, some people to reading, some to face to face interactions. How are you communicating about the event? People often use email and Facebook, but perhaps incorporate phone trees, texting and face to face invites if you can.

Workshop Description and Registration

- ❖ Ask this question on the registration form, and share access needs with facilitators at least one week before workshop:
 - “Do you have any access needs that you would like us to know about and support? Is there anything else you’d like us to know about you ahead of time?”
- ❖ Share as many details about the space as possible in all registration materials.
 - Is there childcare, transportation coordination, food, access to a quiet space, gender neutral bathrooms, fragrance free access, ASL interpretation, wheelchair and mobility access info?
- ❖ Advertise clearly the cost and ways people can contribute. Emphasize that no one is turned away for lack of funds, and share that funds go for org

expenses, internal development and donations to a front-line people of color led organization.

- ❖ Written Material
 - For written material, try to use plain, sans serif fonts, at least 14 point font, black ink and white non-glossy paper.
- ❖ If participants in the workshop require scent-free space, send a reminder email the night before the workshop requesting all participants to show up scent-free, along with this resource to clarify Multiple Chemical Sensitivities: [Resource on Fragrance Free and Multiple Chemical Sensitives \(MCS\)](#)

Day of Considerations

- ❖ Select point person for access day of, include their name, phone number and email on all outreach and registration materials, identify them at the start of the workshop for participant access needs throughout the event.
- ❖ Registration Table
 - Make sure the welcome person asks each person for their name, gender pronoun and any access needs they'd like us to know. If someone is not familiar with 'gender pronouns', please explain this to them at the reg table or provide a handout to lessen the likelihood this occurs in a large group and could alienate trans or gender nonconforming participants.
- ❖ If fragrance free is an issue for a participant, make sure the welcome person asks each person if they are wearing scents. Depending on the access needs for the chemically sensitive participant, typically people wearing scents would either be asked to leave or be seated together and away from chemically sensitive person.