U-M Council for Disability Concerns

Monthly Meeting

March 2023

Welcome! We will start soon. 😌

Meeting accessibility

- Live professional captions are available.

- Let's give our name when beginning to speak.

- Let's use the raise hand feature if we're waiting to speak.

- Let's use microphones, and mute when not actively speaking, to improve overall audio and caption quality.

- Video, audio, and chat are all available for communication during the meeting. Use the ones that work best for you.

Welcome!
Please introduce yourself

Name, pronouns, what you do

Opening quotation

"If you don't respect yourself and if you don't demand what you believe in for yourself, you're not gonna get it."

Thank you, Judy, for your lifetime of advocacy for our communities.

Agenda

Invited Guest:

- Winter McLeod - ITS Support Services / ODEI Intern
  - Accessible Meetings Checklist

Accessible and inclusive events checklist

- Basis of the [Checklist](#)
  - Started with [10 tips for accessible meetings](#)
  - Led to [ODEI's webpage on accessible & inclusive events](#)
    - The checklist is based on the website
- We created the checklist to be a shorter version of the website that people can use as a reference. We plan on distributing it to the DEI leads and making it available to anyone who needs it.

Accessible and inclusive events checklist

The checklist covers the following topics

- Scheduling
- Selecting an Event Space
- Food and Drink
- Safety
- Personal Assistance
- Hybrid and Virtual Event Considerations

- Microphones and Sound
- Captions and ASL (American Sign Language)
- Marketing and Materials
- Access or Accomodation Statements

Accessible and inclusive events checklist

- We've also added sections on...
  - What to do during in-person events
  - What to do during virtual events
- The checklist also links to a few external resources we created, including...
  - A document on [what to include in access and accommodations statements](#).
  - A slideshow on [making materials accessible](#).
- We've created an email address (AccessibleEvents@umich.edu) to field questions about the checklist and get feedback.

Accessible and inclusive events checklist

- How you can help
  - **Suggest changes:** Currently, all three of our documents ([the checklist](#), [the Access and Accommodation Statements guide](#), and [the accessible materials slideshow](#)) are view only, but we'd love to get suggestions (by emailing [AccessibleEvents@umich.edu](#)) for any changes you think should be made.
    - **Please get feedback in by this Friday (March 17th) so we can make changes by Monday**
  - **Share the guide:** We put this out because of an urgent need to make events more accessible. Please share this around to anyone you know who's working on putting on events.

Accessible and inclusive events checklist

Any questions?

Announcements

- Anything to share with the Council?
- Can always send announcements and agenda items to cfdc-admins@umich.edu