

Checklist – Accommodations for City meetings and events

If you are planning a City of Minneapolis sponsored meeting or event, use this checklist to ensure that people with disabilities have fair and equal access to information, meetings and services.

Blind or Low Vision	
Possible Barriers	Possible Accommodation/s
Group discussion (who is currently talking, reading body language and eye contact).	<ul style="list-style-type: none"> <input type="checkbox"/> Always have everyone identify themselves at the beginning of a meeting, and always before speaking. <input type="checkbox"/> As the facilitator, pay attention to how involved the participant/s who are blind or visually impaired are in the discussion.
Visual aids (i.e. use of powerpoint presentations, overhead slides, videos, flipcharts).	<ul style="list-style-type: none"> <input type="checkbox"/> Always read and/or describe all visual aids used. <input type="checkbox"/> Allow individuals with visual impairments to sit near visual aids if they request it.
Written documentation (i.e. the use of standard or small print in brochures, handouts and other printed materials).	<ul style="list-style-type: none"> <input type="checkbox"/> Provide information on computer disks. <input type="checkbox"/> Use magnifiers. <input type="checkbox"/> Use large print (24 point or larger). <input type="checkbox"/> Convert to Braille when requested. <input type="checkbox"/> Provide qualified readers. <p>Note: with all of these accommodations, be sure to indicate what time period (specific lead time) is needed to arrange for the accommodation.</p>
Written forms (i.e. those that require individuals to fill out for information or to apply).	<ul style="list-style-type: none"> <input type="checkbox"/> Offer individuals personal assistance in filling out forms, worksheets, etc. <input type="checkbox"/> Provide taped or oral responses to questions on form or worksheet.
Deaf or Hard of Hearing	
Possible Barrier/s	Possible Accommodation/s
Use of telephone and teleconference	<ul style="list-style-type: none"> <input type="checkbox"/> Use TTY (Telecommunication Device for the Deaf).

	<input type="checkbox"/> Use MN Relay Service (MRS). Dial: 800-627-3529, or 711, to connect to MRS.
Use of videotape, television, or cable access.	<input type="checkbox"/> Provide open or closed captioning (a closed caption decoder is included in all television monitors 13" or larger, and made after 1993). <input type="checkbox"/> Use certified language interpreter to interpret the video.
Group discussion (i.e. who is currently talking, reading body language, and eye contact).	<input type="checkbox"/> Use a sign language interpreter. <input type="checkbox"/> Ensure that only one person speaks at a time. <input type="checkbox"/> Allow "processing time" for the participants who are Deaf or hard of hearing to process information and respond. <input type="checkbox"/> Provide written text, or a summary of the meeting content in advance. <input type="checkbox"/> Use Assistive Listening Devices (ALDs). <input type="checkbox"/> Offer computer-aided real-time transcription (CART). Note that the city will contract out for this service on request.

Mobility Impairments

Possible Barrier/s	Possible Accommodation/s
Stamina/Pain issues.	<input type="checkbox"/> Provide chairs/benches for individuals to sit if it is necessary to wait (i.e. a waiting line, or area). <input type="checkbox"/> If a session is expected to last longer than two hours, allow for adequate break times.
Participant integration	<input type="checkbox"/> Make sure seating is dispersed, allowing for wheelchair and scooter users to chose a variety of seating options. This allows for an inclusive and inviting environment and does not relegate disabled participants to "the back of the room."

Developmental or Learning Disabilities	
Possible Barrier/s	Possible Accommodation/s
Difficulty following instructions.	<input type="checkbox"/> Assist individual by breaking down instructions into simple steps for easier comprehension. <input type="checkbox"/> Provide information in written form.
Written directions, handout materials and take-home assignments.	<input type="checkbox"/> Provide materials on an audio tape.