

1. CALL TO ORDER

Call to Order – 12:02 PM

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^wməθk^wəyəm (Musqueam), S^kwxwú7mesh Úxwumixw (Squamish), Selíłwítulh (Tsleil-Waututh), k^wik^wəłəm (Kwkwetlem) and q̓icəy̓ (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 Accessibility Committee Composition

VP Student Life (<i>Chair</i>)	Jennifer Chou
VP Student Services (<i>Vice-Chair</i>)	Matthew Provost
Ex-Officio	Osob Mohamed
Student At-Large.....	Vivian Ly
Student At-Large.....	Spencer Chen
Student At-Large.....	Serena Bains
Student At-Large.....	Jillian Sloane
Faculty Representative (Education).....	Emerly Liu
At-Large Representative	Phum Luckkid

3.2 Society Staff

Board Organizer	Gabriel Goodman
Accessibility Assistant	Brianna Price
Administrative Assistant.....	Joseph An

3.3 Regrets

Student At-Large.....	Spencer Chen
VP Student Services(<i>Vice-Chair</i>)	Matthew Provost

4. RATIFICATIONS OF REGRETS

4.1 MOTION AC 2021-04-12:01

Vivian/Emerly

Be it resolved to ratify regrets from Spencer Chen and Matthew Provost

CARRIED UNANIMOUSLY

5. ADOPTION OF THE AGENDA

5.1 MOTION AC 2021-04-12:02

Jennifer/Jillian

Be it resolved to adopt the agenda as presented.

CARRIED/ NOT CARRIED/ CARRIED AS AMENDED

- Add Matthew Provost to Ratification of Regrets.
- Add a new Discussion Item 7.10 Next Meeting Time

6. MATTERS ARISING FROM THE MINUTES

6.1 Accessibility Committee Minutes-MOTION AC 2021-04-12:03

Jillian/Serena

Be it resolved to receive and file March 08, 2021 Accessibility Committee minutes:

- AC 2021-03-22

CARRIED UNANIMOUSLY

7. DISCUSSION

7.1 Accessibility Issues Policy

- The issues policy draft is titled Disability Justice and explains its meaning and definitions regarding disability justice such as gatekeeping, disability, ableism, intersectionality etc.
 - The policy defines what SFSS supports into different sections regarding general issues, access to resources and funding, events workshops, internal and external group policies.
 - The policy defines what SFSS opposes such as requirement for sick notes for students to miss class due to disabilities, use of proctoring software, discrimination etc.
- This policy was put at the last Board meeting as notice of motion and will vote on it at the next meeting.
- Will continue to make some edits.

7.2 Sub Accessibility Supplies

- Brianna worked on this piece. This document will continue having edits.
- Hoping to have an accessibility center in the SUB with a new coordinator in the future.
- Planning ahead and made a potential list of accessibility supplies for students to borrow and use.
- There may already be access to transit and parking tickets from another group. Brianna is looking to see if there can be collaboration.
- Suggestions for supplies
 - Vivian suggested that for alternative lighting options, if there's no dimmable lights, light filters that attach to lights can be used.
 - Walker, wheelchair, cane, bougie board
 - Jill suggested having accessible technology such as having access to computer with screen reading software, braille paper.
 - cane tips, accessible printer connected to monitor with screen reader.
- Should promote these so students know they can be borrowed.
- These items would mainly be in SUB space but some in SFU DNA space as well.

7.3 Accessibility Policy Coming into Force Date

- Reminder that this policy will come into effect in April, Brianna has been working up on fixing some polices.
- Jennifer will check in with VP University Relations (Gabe L) and let the committee

review it.

- For appendices, accommodation request form is still uncertain as Brianna still needs look at vendors. Currently needs to prioritize what needs to be done by the end of the month. Will prioritize Accessibility grant application as it is most used.

7.4 Accessible Events Checklist Drafts

- Brianna made draft for in person and online events
- Currently looking to see if documents can be shortened. Some accommodations in the document are uncertain. Documents outlines details about initial planning, checking location or video calling software, catering, advertising, etc.

7.5 Potential Accessibility Vendors List

- Braille Bookstore is recommended for braille transcription by Brianna as they are based on Abbotsford so they're close and easier for mailing braille, staffed by blind folks, costs are simple and easy.
- Still looking into DeafBlind Intervention, LSQ Interpretation, Oral Interpretation, Venue Accessibility Consultants and Translation Services. Suggestions are welcome.

7.6 Orientation

- Figuring out what documents should be put on the orientation package for the next board.
- Transition Committee will be having a development session on accessibility.
 - It was suggested to have grant application training and having an introduction to SFU Disability and Neurodiversity Alliance as well.

7.7 Having SFSS Take on Accessibility Fund Payments

- Need someone responsible for taking payments and supporting logistics.
 - Staff person would do the bookings for the students and receive invoice from vendors and submitting to finance for issuing cheque.
 - Another option is to have students to do their own bookings but charge it to SFSS account so the vendor sends SFSS the invoice for processing but finance coordinators don't prefer this option and may pose more issues.
 - Will be more of an ongoing project.
- For accessibility grant form, people may choose vendors that we don't know. Will need to figure out what to do when it's a vendor we do not know.
- Accommodation request form progress is being blocked by primarily vendor list and difficulty setting up these relationships. Won't be able to offer accommodations for vendors we don't know the vendors for and this will be more difficult and time consuming.
- Jennifer will check with Finance Coordinator if it could be under accommodation stream rather than grants.
- Will need to be discussed more.

7.8 Reimbursement Email Notification

- Want to let people know when cheques are mailed out for reminders. This could be on the go.sfss.ca portal. Accessibility grants currently don't show up on the go.sfss.ca portal.
- It would take a long time to have this automated and require money. It likely won't happen this year. VP Finance wants to work on this for future.

7.9 SUB Audit Update

- Lots of survey emails were sent to membership already and it will be appropriate to send survey a bit later, preferably later this month.

7.10 Next Meeting Time

- Next meeting will be last meeting for Accessibility Committee this year. Members will need to re-apply to continue being on committee.
- Brianna will be able to handle requests under \$3,000 so less pressure to meet for this.
- Psychoeducational assessment passed at the Board.
- There will be 1 seat on Accessibility Committee saved for SFU Disability and Neurodiversity Alliance executive and doesn't take away Council representative or At-Large seats.
- Accessibility issues policy will be voted on at the next Board meeting Friday, April 23rd.
- Next meeting would mainly be wrapping up accessibility standard policy. Most of the projects are wrapped up.
- Jennifer will call the next meeting for updates and wrap up.

8. ATTACHMENTS

- 8.1 SUB Accessibility Supplies**
- 8.2 Accessible In-Person Events Checklist**
- 8.3 Accessible Online Events Checklist**
- 8.4 Potential Accessibility Vendors List**

9. ADJOURNMENT

9.1 MOTION AC 2021-04-12 :04

Vivian/Emerly

Be it resolved to adjourn the meeting at 1:14 PM

CARRIED UNANIMOUSLY

An (In)Complete List of Accessibility Supplies

We're putting together a list of purchases we'd like to make for accessibility supplies to keep on hand in the SUB. Here's what we have so far, please let me know about any feedback or additional supplies!

Full List (Explanations start pg. 3)

SUB = Things to keep on hand for events in the SUB (that theoretically don't leave the SUB). Potentially has a deposit attached, or a fee if taken out of the SUB

Rental = Stuff that goes off campus in exchange for a deposit which is refunded on return

Give away = Give away for free and don't ask for returns

- Assistive Listening Devices (SUB)
 - Recommended: Loop Systems (requires SUB installation)
 - Alternative: FM Systems
- Assistive Listening Devices (Rental)
 - FM System Headsets
- Noise-cancelling earmuffs (SUB or rental)
 - Something like [these](#)
- Microphones and amplification (SUB)
 - No current plans for SUB implementation
 - Handheld and wearable mics, speakers
- Microphones and amplification (Rental)
 - Handheld and wearable mics, speakers
- Alternative lighting options (SUB)
 - There are some fluorescents we will need replacement lighting for
 - Adjustable and dimmable lighting options
- Alternative seating options (SUB)
 - Chairs with armrests
 - Chairs without armrests
 - Cushioned chairs
 - Large chairs
- Communication badges (Give away)
 - Printing out and laminating [these](#)
- Pronoun badges (Give away)
 - Check with Out On Campus for template

- He/him, she/her, they/them, xe/xyr, any pronouns, no pronouns
- Stim/fidget toys (Give away)
 - Use promotional budget, get branded ones
 - [Cubes](#)
 - [Spinners](#)
 - [Tangles](#)
- Scent-reduced products (Give away)
 - Baking soda (deactivates scent)
 - [Soap](#)
 - [Shampoo](#)
 - [Conditioner](#)
- Compass transit tickets (Give away)
 - We may already have access to these
- Parking passes (Give away)
 - We should already have access to these

Explanations:

Assistive Listening Devices (SUB)

There are two main varieties that would be relevant to us: Loop Systems and FM Systems. Loop systems would need to be installed in the room itself, which we could do in the SUB. FM systems would be devices kept on hand for folks, but should be treated as a less effective alternative for the SUB.

Recommended: Loop systems

- Uses a pre-installed telecoil (t-coil) to transmit sound from a microphone to a hearing aid or pair of headphones
- Easy to wear, just switch your hearing aid setting
- Needs to be installed in the room itself
- Recommended to be installed in large conference rooms, at minimum

Alternative: FM systems

- Uses a “boot” connected to headphones to transmit sound from a microphone to a user
- Most often used in schools
- Just amplifies sound, so it is less effective than a loop system
- Students would get a headset from us that has an FM system device that is compatible with our microphones

Assistive Listening Devices (Rental)

We can't guarantee that off-campus or non-SUB events will have loop systems installed. Instead, we can provide headsets for students to grab from us, that should provide some assistance at least

Recommended: FM systems

- Uses a “boot” connected to headphones to transmit sound from a microphone to a user
- Most often used in schools
- Just amplifies sound, so it is less effective than a loop system
- Students would get a headset from us that has an FM system device that they attach to a microphone at the event location

Noise-Cancelling Earmuffs (SUB or Rental)

In addition to headphones we will need to have on hand for assistive listening devices, noise-cancelling ear muffs would be good to have to prevent sensory overload. They may be used to further reduce sensory input in a quiet/sensory-reduced room, may be used by folks in the SUB when that sort of space is unavailable, or may be used for off-campus events.

- Noise-cancelling earmuffs can prevent sensory overload or tantrums
- Should not be treated as an alternative to having a quiet room
- [This pair](#) would be a good example of what we're looking for

Microphones and Amplification (SUB)

Microphones are a necessity for deaf/Deaf and hard of hearing people, and are important for assistive listening devices. There are currently no existing plans on how microphones and amplification will be implemented in the SUB, as they still need to be purchased.

- We should have both wearable microphones and standing microphones that can be sanitized throughout the event

Microphones and Amplification (Rental)

Microphones are a necessity for deaf/Deaf and hard of hearing people, and are important for assistive listening devices. We should have microphones and speakers that can be borrowed and taken out of the SUB.

- Microphones and speakers that can be rented from us

Alternative or Reduced Lighting (SUB)

Fluorescent lights and other bright lights can often cause headaches or sensory overload. It isn't a problem for everyone, and some people with low vision need it, but it's important for us to have a variety of lighting options. We're waiting to get back specific information on what exists in the SUB, but it's likely we'll need:

- Lamps and other lighting sources that don't need to be installed
- Ways to dim or limit lighting in small rooms that only have a light switch

Alternative Seating (SUB)

Alternative seating options allow people with certain bodies to sit comfortably, allowing for participation and better engagement. We're waiting to get back specific information on what exists in the SUB, but it's likely we'll need:

- Chairs with armrests
- Chairs without armrests
- Cushioned chairs
- Large chairs

Communication Badges (Give away)

Communication badges are used at events to indicate whether someone is willing to talk to new people, existing people, or no one at all. It was developed by ASAN, and while it isn't preferred for everyone, it's good to have available

- We would likely want to print [these graphics](#) (or design our own) and make little cards/badges

Pronoun Badges (Give away)

Pronoun badges help give trans and gender non-conforming people easy ways to share their pronouns, and encourage cis people to share theirs. You can also serve this purpose by having name tags with a space for pronouns, but these can help serve people outside of events

- These are usually buttons - we could make some, or see if Out On Campus has any
- You could make an infinite number of variations, I would suggest he/him, she/her, they/them, xe/xyr, any pronouns and no pronouns

Stim or Fidget Toys (Give away)

It was suggested that we use the promotional budget and get some SFSS branded ones. In that case, we could likely buy in bulk

- Common choices:
 - [Cubes](#)
 - [Spinners](#)
 - [Tangles](#)

Scent-Reduced Products (Give away)

Scent reduction is one of the most important (and most difficult) things to maintain for events. While scent-reduced products may not help events go ahead in the moment, they can encourage or allow people with minimal funds to use them

- Baking soda can often deactivate a lot of scents - if we keep some on hand for this, it may help events go ahead
- I would suggest we keep soap, shampoo and conditioner at minimum. Here's some recommendations:
 - [Soap](#)
 - [Shampoo](#)
 - [Conditioner](#)

Compass Transit Tickets (Give away)

If people can't afford transportation to events, Compass transit tickets can provide that for them.

- Particularly useful for those being asked to come as speakers or those who aren't students
- We may already have access to these

Parking Passes (Give away)

- Provides parking for those who can't afford it
- Helpful for speakers
- We already have access to these, just a matter of making sure there's an accessibility request process for them

SFSS Accessible Events Checklist - In Person

The following is a checklist of various steps you should take to ensure your event is accessible. It is intended for club events that take place in person, are a few hours long and have a max of 20-30 people. If you're doing an online event, follow [this checklist](#).

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The checklist is organized into various activities that are part of putting together an event. Whenever you're doing a particular part of the event planning, you can pull out the checklist and fill out that section.

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Booking Accommodations

Ensure that you give yourself ample time to book vendors and services. The earlier you can book them, the better. To receive support from the SFSS with booking, fill out the [Accommodation Request Form](#) or [Accessibility Grant Application](#). Here's a list of some accommodations that the SFSS can book for you:

Commented [2]: hyperlink

Accommodation	Importance	SFSS Vendor
Venue Accessibility	Accessibility consultants can help make sure your event space is	

Commented [BP3]: Not all of these accommodations are accounted for in our vendors and purchases list yet, but we are working on them

Consultant	accessible, and point out what you could do to make it accessible	
Sign Language (ASL or LSQ) Interpreters	Sign language interpreters help make it possible for Deaf/hard of hearing people who use sign language to attend your event	
DeafBlind Interveners	DeafBlind Interveners help make it possible for DeafBlind people to attend your event	
Oral Interpreters	Oral interpreters help describe things for blind people and people with low vision, allowing them to engage with visual content	
Captioning Services (CART)	Captioning makes it possible for Deaf/hard of hearing people to follow any video or streamed content	
Assistive Listening Devices	Assistive listening devices help hard of hearing people understand and engage with audio content	
Noise-cancelling Earmuffs	Noise-cancelling earmuffs help folks with sensory concerns reduce auditory noise	
Language Translation	Language translation allows you to connect with communities and individuals outside of a focus on English	
Braille Transcription	Braille transcription allows blind and low vision people who read Braille to engage with written material	
Materials in Large Print	Large print materials allows low vision or people with processing disorders to engage with written	

	material	
Plain Language	Plain language simplifies material for those unable to process complex and unfamiliar language	
Visual Supports	Visual supports help communicate material to those with difficulty reading	
Communication Badges	Communication badges are used to denote the level and type of social interaction a person can or wants to engage with	
Pronoun Badges	Pronoun badges denote people's pronouns, to prevent assumptions around gender	
Stim Toys/Fidgets	Stim toys and fidgets allow people to stay engaged with less strain put on them	
Child Care	By subsidizing or offering childcare, your event can include people with children more easily	
Elder Care	By subsidizing or offering childcare, your event can include people taking care of older relatives more easily	
Compass Transit Tickets	Transit tickets let people who can't afford public transit on their own still attend your event	
Parking Pass	Parking passes let people who can't afford parking on their own still attend your event	
Replacement Lighting for Fluorescents	Fluorescent lighting can activate headaches and other sensory problems	
Quiet or Sensory-Friendly Room	A quiet or sensory-friendly room helps give folks with sensory	

	concerns a place to go when the main area gets too overwhelming	
Food Accommodating Dietary Restrictions	Extra food that allows people who are vegan, gluten-free, sugar-free, etc. to partake in catering that is offered	
Alternative Seating	Might include cushioned or armless chairs, allows people with different bodies to use provided chairs	

Initial Planning

Rather than being an afterthought, starting out with a focus on accessibility can make the whole process go much more smoothly. When working on planning and scheduling, here's some things to consider:

- When choosing dates, check for conflicts such as a cultural or religious holiday. You may want to use [a diverse holiday calendar](#)
- Designate the following roles:
 - A contact person for accessibility needs and requests
 - Someone who will evaluate the location for accessibility
 - A person who maintains rules and expectations required to keep the event accessible
 - People to help serve food to those who may need it (if food is offered buffet style)
- Schedule 10-15 minute breaks every hour, with a 30 minute break every 2 hours.
- Check each planned activity for any of the following, then adjust or determine accommodations for each:
 - Does it require physical activity?
 - Does it require verbal communication?
 - Does it involve physical touch?
 - Does it include reading or visual content?
 - Does it involve the use of harsh light or sound?

- Check that your content is inclusive of all cultures and identities. Ask questions like:
 - Does this make assumptions about a culture or identity?
 - Is this informed by the work of marginalized people?
 - What are the unacknowledged biases here?
 - Does this use jargon, slang or assumed knowledge?
- Develop a plan or policy for how to engage with children. Are there ways you can include them? Or does your event require them to be in child care?
- If you are charging money, write down how you can include people who don't have the funds, such as a sliding scale or a certain number of free seats.

Checking Location

You should visit any in person location before confirming it. If you are not familiar with access, bring someone with lived experience of disability and knowledge about access with you to audit the space, and pay them for their work. [The SFSS works with...](#)

Commented [4]: Fill in once vendor list is finalized

If your event is taking place in the SUB, skip this section, and find accessibility information [here](#).

Commented [5]: link to accessibility info

Start with checking outside the building to ensure that people can get through the front door.

Outside

- AT HOME: Check for accessible transportation routes, including accessible public transit, taxis and non-emergency cabulance services
- Check for a drop off area protected by an awning or overhang
- Do a survey of the accessible parking spots. Mark down:
 - The amount of accessible parking spots
 - The distance between accessible parking spots and the building entrance
 - If the parking spots have a firm, slip-resistant surface

- Check to make sure street address or building name signs are clearly visible from the street
- Check for at least one entrance that is well-lit and not isolated
- Chart paths from each accessible transit stop and each accessible parking spot. Ensure that each path is:
 - No more than a five minute walk to the entrance
 - Flat, without hills, stairs or barriers. If there are ramps, make sure they are gradual and use handrails
 - Equipped with curb cuts for all curbs needed to get to the entrance
 - A sidewalk that is separate from a road, and at least 36 inches wide (ideally 60)
- Evaluate wheelchair accessibility of the entrance. Wheelchair accessible entrances have:
 - A clear path with no stairs
 - A doorway at least 32 inches wide
 - An automatic door opener or lever handles
- If the main entrance is not wheelchair accessible, look for a clearly visible sign that directs people to the accessible entrance
- If the door would be locked at the time of the event, set up a way for people to gain entry without using a buzzer

Once you've checked the outside, head inside and evaluate the path to the event space, any elevators and washrooms, and the event space itself.

Inside

- Ask the venue for the following:
 - Any active construction expected during the event
 - Policy on service animals and whether there is water available for them
 - A Physical Access Guide, or detailed maps which reference accessibility features
 - Information on the level of accessibility training venue staff have

- Information on assistive listening devices, and whether there are loop systems set up in the building
- Information on Braille signage for names of buildings, room numbers and where accessible entrances and elevators are
- Chart a path through the space that has the following:
 - Hallways that are at least 48 inches wide and essential doorways that are at least 32 inches wide
 - Doors that can be opened easily with one hand without twisting the wrist (such as automatic doors or lever handles)
 - Floor coverings that are easy to wheel over, such as low-pile carpeting, hardwood flooring or tile
 - Lack of debris or barriers
- Check that all elevators on the path meet the following requirements:
 - Less than a 30 second walk from the event room
 - A door that opens up 36 inches wide
 - A car that is 51 inches long by 68 inches wide, or 80 inches wide if the door opens in the centre
 - Multiple in number - assume one elevator per person who needs it
 - Equipped with buttons that are within 35-54 inches of the floor, with Braille or raised numerals
 - Equipped with both visual and auditory cues
- Find the washrooms nearest to the event room and determine if there is a gender neutral washroom with them. If not, find the nearest gender neutral washroom.
- Check that all washrooms (including a gender neutral washroom) meet the following requirements:
 - Less than a 30 second walk from the event room
 - Doors are at least 36 inches wide, with an automatic or push-button opener, and Braille lettering or a raised symbol
 - Multi-person washroom has an accessible stall at least 70 inches wide by 67 inches deep, with a minimum five-foot turning radius

Commented [6]: this might be too much distance

Commented [7]: this might be too much distance

- Single stall washroom has clear floor space by the toilet that is at least 56 inches by 60 inches
- Has a grab bar that is 33-36 inches above the floor next to the toilet
- Sink is 32-34 inches tall, with 28 inches of clearance space underneath and the ability to turn the water on with one hand
- Dispensers and accessories are no more than 43 inches tall, with 28 inches of clearance space underneath and the ability to be operated automatically or with one hand
- Evaluate the space itself:
 - Event room will be large enough to provide 36 inch wide aisles and 120x60 inch reception areas
 - Stage is visible from all areas of the room
 - Stage has a gradual ramp for disabled presenters
 - A separate “quiet room” for people dealing with sensory overload
 - Room has limited background noise, such as ventilation system or sounds from adjacent rooms
 - Lighting is adjustable, using controls like dimmers or drapes over windows
 - Room has air conditioning or heating (depending on expected temperature)
 - Easy access to the outdoors to allow people to walk their service dogs during meal and health breaks

Commented [8]: Unsure about this number

Catering

Food is a great draw for events and an opportunity for community building, but it also comes with its own unique accessibility considerations. It's important to make sure that everyone can partake in the food options.

- Order catering options which fit the following criteria:
 - Gluten-free
 - Dairy-free
 - Low-sugar
 - Vegan

- Kosher
- Halal
- Meat options
- Ask caterers for access to ingredient lists for allergy purposes
- Ask for labels for the food that list the restrictions they fulfill and the ingredients in large text and Braille
- Provide water or other drinks for each break. When serving beverages:
 - Get bendable straws and lightweight cups
 - Get sugar-free beverages, juices or water

Commented [9]: Not sure if our catering does this

Advertising and Invitations

Advertising gives you an opportunity to get the word out, as well as ask for accessibility needs. You should try and start advertising well in advance of the event, at least three weeks, giving the attendees time to plan for transportation and accessibility services.

Commented [10]: based on the fact we require two weeks for accessibility grant requests

- Prepare advertising that is both online (email, social media) and offline (flyers, phone calls, word of mouth)
- Add the following to the event description:
 - Schedule of events, including planned ending time
 - Presence of accessibility services
 - How to request multilingual translations
 - Contact information for your accessibility contact person
 - Food menus with ingredients
 - Expectations for support people
- Provide a description of your location. Include all that apply from your location survey:
 - Accessible transportation routes
 - Drop off areas
 - Parking information
 - If there is any construction scheduled
 - The path from transit or parking to the door
 - Wheelchair accessibility of the entrance
 - Accessibility information received from the venue

- The path from the entrance to the event space
- Elevator accessibility
- Washroom accessibility
- Physical and sensory accessibility of the event space
- Include alt-text, image descriptions or captions for all images and videos in your advertising material
- If you have outside speakers or groups:
 - Provide them with your current schedule and plan
 - Ask what their particular accessibility needs are
 - Communicate speaker rules and expectations and ensure they agree

Rules and Expectations

Setting good rules and expectations is the easiest way to ensure your event goes smoothly. There's a number of rules and expectations you should set to ensure the event stays accessible the whole time.

- Ban flash photography
- Enforce a scent free environment
 - Ban the use of products that have any scents at all attached to them. Allow only the use of [completely fragrance-free products](#) for participants. A list of fragrance free products can be found [here](#).
 - Put your scent free policy in all promotional material
 - Check all bathrooms and remove all artificial fragrance dispensers in advance of the event
 - Bring baking soda to put over clothing of those who forgot or ignored the policy
- Establish respectful audience interaction rules, such as:
 - Do not bend down to speak to people in wheelchairs
 - Respect people's needs to move around, such as stimming or pacing
 - Do not comment on people's ticks or other non-disruptive behaviour
 - Do not touch people's mobility aids without permission
 - Do not pet or distract service animals

- ❑ Establish presenter rules, such as:
 - ❑ Provide content warnings for potentially triggering material
 - ❑ Ban flashing lights in presentations
 - ❑ Avoid multiple people speaking at once or crosstalk
 - ❑ Use language that is clear, inclusive and respectful
 - ❑ Make microphone use mandatory
- ❑ Encourage ASL applause (or “flapplause”) instead of clapping
- ❑ Create a plan for how to respectfully remove guests who refuse to follow the rules

Creating Materials

When you are creating materials like PowerPoints or handouts, you want to make sure those materials are accessible to everyone. This provides a guide for how to create accessible materials, whether they’re physical or online (hint: it’s best to have both options!)

- ❑ Provide written and verbal instructions for presentations, as well as visual aids.
- ❑ Make 5-10 copies of alternative versions of documents that are accessible:
 - ❑ Materials with large print (at least 20pt.)
 - ❑ Materials with Braille
 - ❑ Easy read materials (plain language with pictures)
 - ❑ Translations of all material in any languages requested
- ❑ Caption all video or audio content and provide transcripts
- ❑ For live videos, use CART services
- ❑ Use dyslexia friendly fonts and formatting. This means:
 - ❑ Sans serif fonts (like Arial or Helvetica)
 - ❑ Minimum 12-14pt. Font
 - ❑ 1.5 line spacing
 - ❑ Emphasize with **bold text** instead of italics, underlining or all caps
 - ❑ Dark text on lightly coloured backgrounds (contrast should pass [this test](#))
- ❑ Make all digital content screen reader friendly:

Commented [11]: Need good resources for visual aids
- most are for teaching elementary school children

- Able to be navigated with keyboard only - particularly the use of the Tab key
- Avoid dynamic content (content that changes without the page reloading)
- Provide alt-text and captions for all images and videos
- Mark your headings as headings in your word processor
- Ensure all fillable fields are labelled
- Only use tables for data
- Avoid any autoplay media or automatic navigation
- Remove any flashing or strobing lights or animations in any material
- Make your evaluation form anonymous, and add at least one question about accessibility

Extra Supplies

- Put in tables that have a surface height of 34 inches or less, with at least 28 inches of clearance underneath
- Have chairs with full backs and/or cushions
- Get microphones for all presenters, and ensure they are sanitized throughout the event
- Make name tags with a space for pronouns
- Make communication badges (social interaction badges) for those who might want to use them (find examples [here](#))

Set Up

These are the tasks you should do on the day of the event, once you have access to the event space.

- Check weather conditions and update guests if snow or rain is expected
- Establish where sign-language interpreters will stand - it should be well-lit and visible to the whole audience, with any interpreter needs being met
- Place accessible seating throughout the event room, not separated from the main seating area. Accessible seats are open spaces among the chairs where a wheelchair user can easily park

- Secure cables, wires and microphones away from aisles
- Designate space in reception and refreshment areas that is at least 120x60 inches
- Perform sound checks before the event starts to avoid feedback
- Do an external survey of the building and ensure:
 - All accessible parking spots and walkways are cleared of snow, ice, wet leaves and standing water
 - There are no vehicles obstructing the path to the entrance
- Do a walk-through and remove any obstacles that have appeared since you chose the location
 - Check doorways, the path to the event room, and washrooms. Look out for trash cans placed in front of elevator buttons or paper towel dispensers
- Place signs in the lobby to direct guests towards the event room. Signs should be clearly visible and not put readers in the path of a swinging door. They should have at least 22 pt. font and should be placed approximately 47 inches above the ground.
- Station staff or volunteers at entrances to guide people to the event room.

Commented [12]: Unsure about this number

Sources

- [City of Vancouver accessible events checklist and resources](#)
- [SFU Equity, Diversity and Inclusion Initiative Inclusive Events Checklist](#)
- [Pacific Alliance Holding Inclusive Events Checklist](#)
- [Accessible Campuses Checklist for Planning Accessible Events](#)
- [Thinking Person's Guide to Autism - How to Plan Events that Prioritize Accessibility](#)
- [Rooted In Rights - How to Make Your Virtual Meetings and Events Accessible to the Disability Community](#)

SFSS Accessible Events Checklist - Online

The following is a checklist of various steps you should take to ensure your event is accessible. It is intended for online club events that are a few hours long and have a maximum of 20-30 people. If you're doing an in-person event, follow [this checklist](#).

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The checklist is organized into various activities that are part of putting together an event. Whenever you're doing a particular part of the event planning, you can pull out the checklist and fill out that section.

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Booking Accommodations

Ensure that you give yourself ample time to book vendors and services. The earlier you can book them, the better. To receive support from the SFSS with booking, fill out the Accommodation Request Form or Accessibility Grant Application. Here's a list of some accommodations that the SFSS can book for you:

Accommodation	Importance	SFSS Vendor
Sign Language (ASL or LSQ) Interpreters	Sign language interpreters help make it possible for Deaf/hard of hearing people who use sign language to attend your event	
DeafBlind	DeafBlind Interveners help make	

Commented [BP2]: Not all of these accommodations are accounted for in our vendors and purchases list yet, but we are working on them

Interveners	it possible for DeafBlind people to attend your event	
Oral Interpreters	Oral interpreters help describe things for blind people, allowing them to engage with visual content	
Captioning Services (CART)	Captioning makes it possible for Deaf/hard of hearing people to follow any video or streamed content	
Language Translation	Language translation allows you to connect with communities and individuals outside of a focus on English	
Braille Transcription	Braille transcription allows blind and low vision people who read Braille to engage with written material	
Materials in Large Print	Large print materials allows low vision or people with processing disorders to engage with written material	
Plain Language	Plain language simplifies material for those unable to process complex and unfamiliar language	
Visual Supports	Visual supports helps communicate material to those with difficulty reading	
Child Care	By subsidizing or offering childcare, your event can include people with children more easily	
Elder Care	By subsidizing or offering childcare, your event can include people taking care of older relatives more easily	

Initial Planning

Rather than being an afterthought, starting out with a focus on accessibility can make the whole process go much more smoothly.

When starting the initial planning, here's some things to consider:

- When choosing dates, check for conflicts such as a cultural or religious holiday. You may want to use [a diverse holiday calendar](#)
- Designate the following roles:
 - A contact person for accessibility needs and requests
 - A person who can assist with troubleshooting or access issues during the event
 - A person who maintains rules and expectations required to keep the event accessible
 - A person who monitors and shares chat contributions throughout the event
- Schedule 10-15 minute breaks every hour, with a 30 minute break every 2 hours.
- Check that your content is inclusive of all cultures and identities. Ask questions like:
 - Does this make assumptions about a culture or identity?
 - Is this informed by the work of marginalized people?
 - What are the unacknowledged biases here?
 - Does this use jargon, slang or assumed knowledge?
- Develop a plan or policy for how to engage with children. If people are at home with their children, how will you handle interruptions? Is this event meant to include them?
- If you are charging money, write down how you can include people who don't have the funds, such as a sliding scale or a certain number of free seats.

Choosing A Video Calling Program

When choosing a program, make sure it's one that has the accessibility features you need. [This link](#) outlines the advantages and disadvantages of various video calling platforms as of April 2020

Check for the following:

- Participants can dial in by phone without internet access

- Any captioners are comfortable and experienced with the captioning system
- Live automated captions are accurate and easy to activate (if you don't have captioners)
- Any ASL interpreters you have are comfortable and experienced with the system
- Participant audio levels are adjustable by both users and hosts
- Note any other technology, software or accounts users will need to access the video calling platform. Less is better!

Advertising and Invitations

Advertising gives you an opportunity to get the word out, as well as ask for accessibility needs. You should try and start advertising well in advance of the event, at least three weeks, giving the attendees time to plan for transportation and accessibility services.

- Add the following to the event description:
 - The video calling platform and any requirements for access
 - Detailed steps on how to join the event
 - Schedule of events, including planned ending time
 - Presence of accessibility services
 - How to request multilingual translations
 - Contact information for your accessibility contact person
 - Expectations for support people
- Include alt-text, image descriptions or captions for all images and videos in your advertising material
- If you have outside speakers or groups:
 - Provide them with your current schedule and plan
 - Ask what their particular accessibility needs are
 - Communicate speaker rules and expectations and ensure they agree

Rules and Expectations

Setting good rules and expectations is the easiest way to ensure your event goes smoothly. There's a number of rules and expectations you should set to ensure the event stays accessible the whole time.

- Establish respectful audience interaction rules, such as:
 - Do not comment on people's ticks or other non-disruptive behaviour
 - If you speak, describe yourself and your surroundings for blind participants
 - Avoid crosstalk and speaking over others
 - Do not spam the chat
- Establish presenter rules, such as:
 - Provide content warnings for potentially triggering material
 - Ban videos and presentations with loud noise or flashing lights
 - Avoid multiple people speaking at once or crosstalk
 - Use language that is clear, inclusive and respectful
 - When you begin speaking, describe yourself and your surroundings for blind participants
 - During your presentation, describe images or other visual content
- Encourage applause through chat functions or ASL applause ("flappause")
- Create a plan for how to respectfully remove guests who refuse to follow the rules
- Give permissions for screen-sharing and custom backgrounds to those who use AAC technology
- Secure the meeting to prevent attacks like "Zoom-bombing":
 - Implement a registration or password system
 - Adjust settings so that hosts control who can interject and screen-share (mass mute, etc.)
 - Make your expectations of behaviour clear, and enforce them
 - Avoid sharing personal information or information about the event broadcast

- Edit your display name to include your pronouns, encourage others to do the same

Preparing Online Materials

When you are creating materials like PowerPoints, handouts and links, you want to make sure those materials are accessible to everyone. This provides a guide for how to create accessible online materials for your event.

- Provide the following at least a day in advance of the event:
 - Any written or visual materials
 - Links and login codes
- Use dyslexia friendly fonts and formatting. This means:
 - Sans serif fonts (like Arial or Helvetica)
 - Minimum 12-14pt. Font
 - 1.5 line spacing
 - Emphasize with **bold text** instead of italics, underlining or all caps
 - Dark text on lightly coloured backgrounds (contrast should pass [this test](#))
- Make all digital content screen reader friendly:
 - Able to be navigated with keyboard only - particularly the use of the Tab key
 - Avoid dynamic content (content that changes without the page reloading)
 - Provide alt-text and captions for all images and videos
 - Mark your headings as headings in your word processor
 - Ensure all fillable fields are labelled
 - Only use tables for data
 - Avoid any autoplay media or automatic navigation
 - Check your content using a screen reader to test

Test Run

The safest way to ensure that your event is accessible is to do a test run with organizers, volunteers and any presenters you can bring together.

- Test everyone's audio to ensure that it is easy to hear and understand
- Test to make sure you can mute other people
- Test that all forms of engagement can be done without verbal communication
- Test for feedback and echo - headsets and earphones are best
- Evaluate lighting to ensure everyone's face is well-lit and easily visible
- Run through image describing to ensure that people understand how to do it effectively
- Test run a presentation to ensure all content is accessible, and use this as a guide for other presenters

During the Event

A lot of concerns about accessibility will need to be managed during the event, which is why it's good to have multiple organizers working to keep things running smoothly during the event.

- Do a final sound check before inviting audience members into the call
- Ensure that nothing else has changed since the test run
- Begin by describing yourself and your surroundings, giving an example for others to follow. An effective description is short and gives people an idea of what the camera is showing. You do not need to mention colours, but you should include:
 - What you look like (gender, ethnicity, anything people might notice about you)
 - How you're dressed (including hair and makeup)
 - What your background is/what is behind you
 - Anything else in frame (visible mic, props, etc.)
- Have someone available to help latecomers for the first 15-30 minutes
- Mute all attendees except those speaking
- Allow extra time for people to respond when prompted
- Ensure audio levels are consistent between different presenters

- ❑ Instruct participants to adjust their audio levels when too loud or quiet

Sources

- [City of Vancouver accessible events checklist and resources](#)
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- [Accessible Campuses Checklist for Planning Accessible Events](#)
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Accessibility Vendor List

I've compiled together a list of organizations I would suggest we work with when we get accommodation requests.

In addition to these, we're currently working on an accessibility request system for the SUB, for temporary accessibility requests such as particular types of chairs or different lighting. There's also numerous

Potential Vendors

ASL Interpretation

Recommended: Wavefront Centre

- We already work with them
- Recommended by multiple sources
- They do both live and remote
- Pricing: \$75/hr, minimum 2 hours

ASL Translation

Recommended: Wavefront Centre

- We already work with them
- We sent the [same poster](#) we used for Braille transcription to determine a quote:
 - \$125 for an hour of translation
 - 1-2 days turnaround with \$175 an hour rush rate
 - Optional \$100 an hour post-production (\$150 with rush)
- Translation: "consultation, preparation for translation, recording set up, filming, translation & quality check and import/trim/export/send raw files."
- Post-production: "consultation, digital preparation, insert/edit background, logos, filters, titles, credits, captions, photos etc and edit/render/export/send final files."

Live-Captioning

Recommended: Accurate RealTime Captioning

- We already work with them

- Recommended by multiple sources
- Able to do live in person and online, as well as captioning after the fact
- Pricing:
 - \$140/hr + \$100 per prep half day + \$60 equipment setup
 - \$846.25 for a 3 hour workshop with both in person and remote captioning ([sample workshop quote](#))

Alternative: Wavefront Centre

- We work with them for ASL interpretation
- Pricing: \$175/hr + \$87.50 for each additional half hour, unknown if there are additional costs

Braille Transcription

Braille transcription options were investigated by sending [this poster](#). Organizations were asked if they had experience with this type of printing, what the cost would be, any shipping considerations and if they could work with our timelines.

Recommended: Braille Bookstore

<http://www.braillebookstore.com/Braille-Printing>

- Based in Abbotsford, shipping through Free Matter for the Blind which is free and would take 2-3 days.
- Staffed entirely by blind folks
- Cost for poster: \$14 for setup, \$2 per copy
- No issue with our proposed timelines and schedules

Other options:

Accessible Printing <http://www.accessibleprinting.com/printing.html>

- Based in Toronto and close to Ottawa. Few days wait time for delivery, plus production.
- Supplies the government of BC & Queen's Printer, without issue
- Also does other types of tactile printing (requires more than 2 weeks)
- Cost for poster: \$20.00, plus production, Braille embossing costs (per document), HST and delivery.
- Timeline works for paper print solutions

T-Base Communications <https://www.tbase.com/braille/>

- Based in Ottawa, shipping is free through Free Matter for the Blind, with the option for Priority Post/courier
- If considering them, I would heavily recommend making a contract, as costs are untenable otherwise
- Worked with SFU from 2016-2019
- Cost for poster: Without a contract, minimum fee of \$500. Has both transcription cost (charged once) and copy cost (charged additionally for additional copies)
- Timelines are workable, but might have trouble meeting requests at peak times (February/March, mid-August/September/early October)

Tactile Vision Graphics

<https://tactilevisiongraphics.com/braille-transcription/>

- Based in New Brunswick, somewhat longer shipping times than if they were in Vancouver
- Cost for poster: \$100 + \$5 GST and approx. \$15 shipping. Base price is \$100, anything about 500 words goes up in price variably
- Fine with our timelines

Plain Language

Wavefront Centre

- Rates vary based on project (still waiting to get a quote back)

Alternative Formats

SFU Document Solutions was presented with parameters for a variety of alternative formats and used them to make several versions of [this poster](#). They made the following:

- [Large Print version](#)
- [Dyslexia-Friendly version](#)
- [Screen-Reader friendly version](#)

I think they're good and would recommend them, since we already work with them. That said, lots of Braille places do large print versions and I'm sure there are other vendors if we think these aren't sufficient.

Still Needed

DeafBlind Intervention

- Wavefront has expressed that they have some connections if requests do come through, but has not provided additional information. There doesn't seem to be any dedicated organizations we could access

LSQ Interpretation

- For LSQ interpretation, it's likely we'd have to set up relationships with individual interpreters, if any even exist locally.

Oral Interpretation

- Options that exist locally are for medical services and are done through government health organizations

Venue Accessibility Consultants

- There are individual consultants out there but it's tough to find organizations, and this would likely be too much work to put on an individual. Also, most aren't operating due to Covid

Translation Services

- Waiting to hear about whether the SFSS has any current connections with translation services