

Making this a Successful Meeting for ALL!

The meeting location and program were designed to make this Summer Gathering as accessible as possible. We kept in mind that folks may have mobility, visual, and/or hearing concerns. In addition to the plans we have in place, we also need help from you, the attendees and presenters. Here are some ways that each of us can ensure that all can participate successfully.

For Attendees:

- 1) Always speak using a microphone, even if you think your voice is loud enough. This will ensure that all attendees can hear and those participating online will be able to hear as well. If there is no microphone, please have the facilitator repeat the question using the microphone.
- 2) When speaking, clearly identify yourself. State your name and church/conference affiliation.
- 3) If you need large print materials, please contact your conference office in advance of the gathering to receive a packet of materials.
- 4) Keep all materials and handbags under your seat so there are no walking hazards on the floor, and people using a wheelchair or other mobility device can easily maneuver in each room.
- 5) Be Scent Sensitive. Avoid wearing perfume or aftershave or bringing other strong smells with you. Some of us are very sensitive to smells.
- 6) Remember there is a Prayer Room (located in the Courtyard Lounge) that can be used as Quiet Space, as well as many seating areas around the hotel. Use them to meditate or just relax.

For Presenters:

- 1) Remember to ask all participants to use the microphone when speaking.
- 2) If using videos, please use captioning.
- 3) If providing handouts, include some large print copies.
- 4) When using PowerPoint, set the type much bigger than you might expect: 40pt for in-person meetings. In addition, making the font that big forces you to keep the text on the page to a minimum.

Thank you for your attention to these accessibility recommendations!