

MEETING LOGISTICS CHECKLIST

Room Arrangement

Yes

No

- Are aisles of adequate width and free of obstruction? _____
- Does the seating plan provide adequate space for users of wheelchairs, canes or walkers? _____
- Have seats near the front been reserved for partially sighted individuals? _____
- Are tables containing informational materials or refreshments accessible? _____
- If an interpreter is to be used, is there a clear line of vision for those using the service? _____
- Is there a designated "No Smoking" section? _____

Meals

- Can the eating site be reached by disabled individuals with reasonable effort? _____
- Has adequate time allowed for getting to and from the site? _____
- Have arrangements been made for any special meals? _____
- Are large type or braille menus available? _____
- Have restaurant or banquet personnel been notified of special accommodations for disabled individuals? _____

Program

- Have program materials been prepared or other accommodations made for individuals who are visually or hearing impaired? _____
- Does the schedule allow adequate time for mobility impaired individuals to change rooms between sessions as needed? _____