

How to CREATE AN INCLUSIVE & ACCESSIBLE SPACE

ATTITUDES



When relevant, ask others what their access needs may be. Never assume!



Be patient with how people work and use the space.



Be flexible, willing, and proactive when it comes to removing barriers.



Talk directly to the person with a disability rather than their support worker or interpreter.



Create a safe space where individuals feel comfortable expressing themselves and their own needs.



Be aware of euphemisms or pitying language you should avoid.



Look up different types of disabilities in order to grow your knowledge. Understand that some disabilities may not be visible.



Be inclusive and accessible even when it's not required.



Remember that everyone shares the same basic interests: friendships, school, work, and family. Start with that!

ACCESSIBILITY TIPS



Ensure spaces can accommodate mobility devices. Consider if hallways, doors, and spaces between chairs and tables are wide enough.



Ensure there is adequate and varied seating available.



When choosing a space, imagine different access needs. While you are moving through the room, you can isolate each of your senses (smell, sight, touch, taste, and sound) and consider how different senses may be impacted.



Consider what accessibility features you may need to have in place for individuals who are Deaf or hard of hearing as well as those who are blind or vision impaired.



Limit fragrance in spaces. This includes perfumes, sprays, air fresheners, cleaning chemicals, markers or textas, and freshly painted rooms. Be sure to also consider food and airborne allergies.



Look for spaces with controllable lighting and sound-reduced doors and windows.



Provide information in multiple ways (e.g. Braille, large print, audio, and electronic).



Videos should be captioned, regardless of who's in the room.



Use plain language in your verbal and written communication. It's easier for everyone!

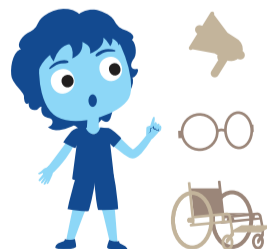
TIPS FOR WORKSHOPS AND EVENTS



Send information in advance so people can prepare and feel comfortable.



Choose food, beverages, and utensils that are easy for everyone. Finger food is often a good choice.



Ask individuals to register their access needs ahead of time. Remember to follow up with a conversation that allows for a chance for more depth and clarity.



Ensure participants can get in touch in a variety of ways, including phone, email, or text.



Map out different ways people can travel to a space and provide information about those options in advance.