

How to Make Your Meetings Accessible

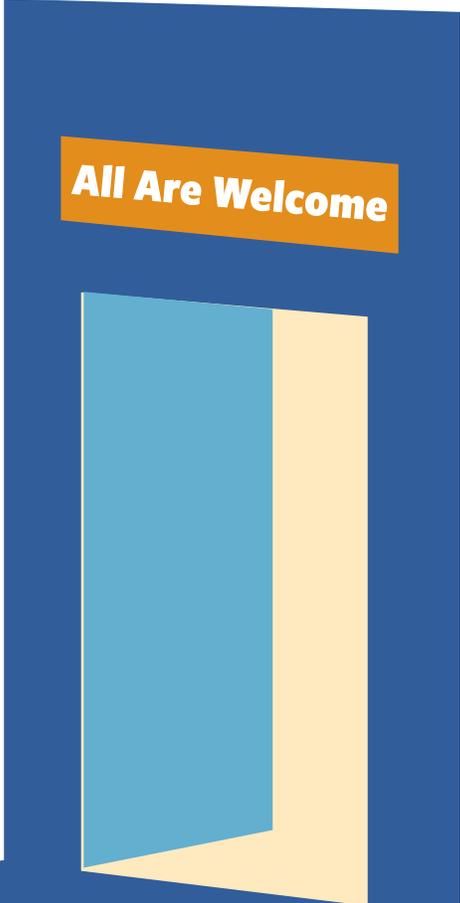
All meetings should be sensitive to the needs of the people who will participate. In order to promote greater representation from your community, consider the following suggestions for how to make meetings more accessible to all, and **ask school and district administrators to ensure that they do everything they can!**

The Checklist

- ✓ **Target outreach** to those whose voices often go unheard
- ✓ **Make informative materials available:**
 - Ahead of the meeting (including questions to consider)
 - In multiple languages and formats in consideration of varied levels of literacy and proficiency
 - In a format that is easy for all stakeholders to understand
 - Online
- ✓ Host events in a central location that is **accessible** to people with disabilities [see the Americans with Disabilities Act (ADA)], with transportation assistance
 - We recommend hosting events in places where community members feel safe. Consider that school grounds may not be the best choice
- ✓ **Invite interpreters**, including American Sign Language
- ✓ **Provide food**, and include options for those with dietary restrictions
- ✓ **Hold multiple meetings**, held at times when families and teachers can attend
- ✓ **Provide childcare**
- ✓ Provide access to **homework help** at the meeting
- ✓ Send out **multiple reminders** via email, text and on paper
- ✓ **Record** and/or live-stream the event
- ✓ Where money is available, offer to **financially support travel**
- ✓ Ensure that multiple **experts on the issues are present**, with time for Q&A

Moving Forward

Provide a **platform to continue to engage** with the issues following the meeting (e.g. a website and email for questions). You may also consider providing a **physical place for stakeholders** to go to provide ongoing input (e.g. Parent Center).



All Are Welcome