

Appendix E.

Guide to Planning Accessible Meetings and Events

(available online)

Ensuring that all Nova Scotians are able to participate in meetings and events is one important aspect of accessibility. All resources and events you plan for stakeholder consultations and for your Accessibility Advisory Committee **must** be accessible.

The *Guide to Planning Accessible Meetings and Events* offers tips and checklists on these topics:

- ▶ Scheduling
- ▶ Selecting a venue
- ▶ Promotions and registration
- ▶ Communications and accommodations
- ▶ Room set up
- ▶ Chairing or moderating events
- ▶ Effective, respectful communication

The guide encourages organizers to be flexible, creative, and open to alternative arrangements.

Download the printable pdf at

novascotia.ca/accessibility/Accessible_Events_Guide.pdf