This checklist describes steps you can take to ensure in-person events and meetings are inclusive of and accessible to diverse participants. Challenge yourself to check off as many of these items as possible for each event you host. **If you use this as a guide for an event, e-mail a copy of your checked list to** [**lawequity@pitt.edu**](mailto:lawequity@pitt.edu) to document ways the Pitt Law community strives toward inclusive excellence.

**Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sponsoring Organization**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **The event registration process asked attendees to list their accommodation needs.**

Effective requests for desired accommodations include the following:

* Options for live captioning; American Sign Language (ASL) interpreters; captioned media, and accessible documents from recorded events.
* The name, e-mail address and phone number of the key resource to contact for accommodations.
* Deadline for submission of accommodation requests.
* **The event or meeting host was trained to set-up and implement the presentation platform’s (i.e., PowerPoint, YouTube, etc.) accessibility features.**
  + The digital accessibility team in the University of Pittsburgh’s Office for Equity, Diversity and Inclusion (OEDI) is a resource for training to implement a presentation platform’s accessibility features. They can be reached at [accessibility@pitt.edu](mailto:accessibility@pitt.edu) and 412-648-4091.
* **The event promotional and marketing materials listed how accommodations would be provided. Please indicate where marketing materials were shared:**
  + Social media
  + Websites
  + Printed materials (e.g., flyers, posters, etc.)
* **The event organizers intentionally created a diverse and inclusive list of presenters, speakers, subject matter experts, and panelists,** including, and not limited to, such cultural identities as race, gender, age, sexual orientation, socio-economic status (class), ability, gender identity, religion, military experience, education level, first-generation status, ideology, etc.
* **A Land Acknowledgement was shared / read at the start of your event or meeting.**
  + A current University of Pittsburgh System Land Acknowledgement can be downloaded [here](https://www.law.pitt.edu/about/land-acknowledgement) [https://www.law.pitt.edu/about/land-acknowledgement].
* **Adequate space and provisions for those who require wheelchair access were provided.**
* **Adequate space and provisions for those who utilize a support animal were provided.**
* **The event or meeting utilized an inclusive process to amplify accessibility options.**
  + For participants who confirm their need for accessible materials in advance, ensure that PowerPoint presentations, document handouts and links to videos are shared before the event.
  + Invite attendees to raise accessibility issues and concerns during the event and instruct them on how to do so.
  + Prompt presenters to restate their names to enable others to follow the conversation better.
  + Advise presenters to describe their appearance for the visually impaired.
  + Utilize a moderator to ensure that only one person speaks at a time. This will also help the captioner(s) and the ASL interpreter(s) more accurately relay spoken communication.
  + Prompt presenters to describe any graphics and images used in their presentation. Note that some videos with descriptive audio can be found on YouTube or at youtube.org.
  + Ensure that room audio-visual tech equipment is in place at the venue, such as microphones, public address systems, lapel, and mobile microphones, especially when events include audience participation, so that when audience members speak, all people in the room can hear (often those who are hard of hearing- can listen to presenters and not hear other attendees).

**Note:** The University of Pittsburgh has moved away from image-based invites for special events and email communications because:

* Screen readers and other assistive technologies cannot read text inside an image. They must then rely on alt text to convey the text in the image.
* True text can be resized without losing quality. Images of text tend to become pixelated and lower in quality when enlarged, affecting readability.
* True text allows users to customize things like color and contrast.

More guidance here: <https://www.communications.pitt.edu/services/web-services/web-publishing-best-practices>.

***(01/11/23)***