

Accessibility Checklist for USW Local Union Events

Let's work to remove all barriers to participation in our events, whether those are barriers due to disability or limitation (mobility, visual, auditory, intellectual or other); family status or other identity characteristics; language ability; or place of residence (when distance and/or access to a good internet connection can make it hard for members to get to our events and find information online).

Involve staff and/or members from affected groups in event planning. And ask yourselves these questions when planning union events, including education courses:

- **Is the building physically accessible?** This includes the meeting space, washrooms, coffee-break and dining areas.
- **Have you provided options for members with child/family care needs?** This could include providing on-site care, reimbursing members' expenses, or helping them access reimbursement from the FCEF, if your local contributes.
- **Is there a gender-neutral washroom?**
- **Have you asked if members need specific accommodations on the registration form or meeting confirmation?** Here is an example of what can be added to forms or asked by telephone or email:

I will need the following accommodations in order to participate:

- Assistive listening device
- Captioning or sign-language interpretation
- Reserved front row seat
- Large print documents
- Advance copy of slides to be projected
- Wheelchair access to the building and to tables throughout room
- Scent-free policy
- Child care or elder care support
- Lactation room
- Dietary restrictions. List: _____
- Other: _____



(From the Report of the USW Task Force on Increasing Accessibility at Union Events, 2022)