

## **Guidelines for making SDSS meetings inclusive and accessible (organizers)**

The following are a series of recommendations and suggested guidelines for ensuring that all attendees at SDSS meetings are able to engage with, and make the most of the science being discussed. These recommendations are aimed primarily at people organizing these meetings. Please note that SDSS policy recommends a designated LOC contact for accessibility issues.

### **Pre-Meeting:**

Before the meeting, the most important task is ensuring good communication between the SOC/LOC and anyone needing accommodation.

- The registration form should provide a specific place for accessibility concerns and requirements as part of the registration form.
- The registration form should include an option of listing an emergency contact (and encourage people to take the option).
- Clearly state on the announcement who to contact with any additional concerns, requests, or questions.
- Childcare or information about where to find nearby affordable childcare should be provided (perhaps even have a wiki page available where parents can share/discuss childcare options)
- Information about meeting accessibility should be part of the website, including wheelchair accessibility; availability of accessible and non-gendered restroom facilities; possibility of having sign language interpreters; and information pertinent to people that are limited to walking short distances (i.e., could they easily get from hotel to conference to meals?).
- Information on nearby medical facilities, including nearby clinics, pharmacies, and hospitals; country-specific details such as hours and availability of services, or up-front costs associated with medical procedures and the documents required to access them. Also provide a local contact that can assist in case of medical emergencies.

### **Meeting Logistics and Site:**

The balance of cost, size, and location sometimes means there is little control over the accessibility of the site. Where possible, these guidelines should be followed to improve access:

- There should be microphones for the speakers as well as for questions from the audience; as well as a system to ensure the microphone can be handed to those who can't easily get to a microphone. Hands free microphones should also be available.
- Tables and seats should be provided during the reception and/or buffets.
- Organizers should be aware of any dietary restrictions and allergies when planning food during breaks and/or conference dinners, and to the best of their abilities accommodate them.
- Have the possibility for telecoil software (for people with hearing implants) or accommodation for interpreters.
- Accessible routes and bathrooms should be clearly indicated.
- Provide a separate viewing room of the presentations or remote viewing possibility.
- Include a space on name badges to encourage attendees to indicate their preferred pronouns, and provide examples.
- Name badges should be made with large, clear font and high contrast.
- Ensure that talks are finished within the allotted time to protect breaks.
- Provide sufficiently long breaks between sessions (at least 30 minutes).
- Remind conference attendees and speakers of the guidelines below - both at the beginning and throughout the conference.