

# Arts House Meeting Access Guidelines

## **Setting up a meeting**

- Did you offer both in-person and online options?
- Did you offer multiple meeting time options?
- Has this been scheduled well in advance?
- Did you create the space for access needs to be identified?
- If someone in the meeting needs communication support, have you arranged this?  
(This could include Auslan, AAC, support speaking/listening...etc)
- Have you provided an agenda/ set clear expectations for the meeting?
- Was this information provided in accessible formats/translated where necessary?  
(screen reader friendly, dyslexia friendly, plain language, Easy English...etc.)
- Does everyone invited know who else will be attending?

## **Considerations for every meeting**

- Are all meeting materials accessible to those attending? (Consider complexity of language, if materials assume sight or hearing, white space, processing time...etc.)
- Are roles within the meeting clearly defined? (Who is facilitating? Who is taking notes? Who is expected to contribute? Who is just there to observe?)
- Have actions from the meeting been clearly defined and assigned a person responsible for them?
- Have breaks been factored into the plan?
- What is the expectation to perform attention? (I.e. Is it fine for people to doodle, fidget, move around or have their camera off if it will help them pay attention? Is this okay if it will make it appear as though they *aren't* paying attention?)

## **In person meetings**

- Is the transport to/parking near the meeting location accessible to those attending?  
(Consider physical hazards, Public Transport limitations, space for mobility devices, financial expense of Ubers/Cabs...etc.)
- Has information been provided about ventilation and filtration? Have you offered flexibility with meeting indoors/outdoors?
- Is Meet & Assist offered? If yes, is there clear communication around the meeting place and who will be delivering this service.
- Can scents or disruptions be minimised? If not, have attendees been warned about any scents or disruptions happening in the building?
- Is the physical location you are meeting in accessible to those attending? (Consider wheelchair access, sensory intensity, wayfinding...etc.)

- Are there nearby bathrooms that are accessible to those attending?  
(Consider wheelchair access, gendered restriction, height of doors/sinks/toilets, sensory intensity...etc.)

### **Online meetings**

- If someone wants to speak what is the process? Do people raise their hands, or do they just go for it?
- What is the plan for avoiding background noise/crosstalk...etc.
- What are the expectations re: mic/camera on/off?
- What is the back-up plan if someone's internet connection goes down?
- Is someone responsible for watching the chat and drawing attention to messages?

### **Hybrid meetings**

These are *additional* considerations for hybrid meetings. Please also consider what is listed above for both in-person AND online.

- Are we creating space for those online to feel heard and like equal contributors to the meeting?
- Are we sure that everyone online can hear everyone in person and vice versa?
- Is there a plan if there are internet connection issues? (Recommendation: consider re-scheduling rather than leaving out those attending online where possible)
- Are all meeting materials made clearly available to those attending in both formats?
- Are all people able to identify who is speaking and when?