

## Event Checklist: TCA EDIA Considerations

### 1. Mobility & Accessibility

- ☐ Venue is physically accessible (ramps, elevators, wide doorways, automatic doors) and entrance are cleared from obstruction like snow
- ☐ Accessible parking and drop-off points are available
- ☐ Public transit options nearby or transportation accessibility are communicated clearly
- ☐ Accessible, gender-neutral/universal restrooms are available
- ☐ Accessible seating is integrated as part of the room set up (e.g. not limited to a designated area for people who use mobility devices and including chairs with no armrests).
- ☐ Seating available near presenter is provided for lip reading.
- ☐ Clear signage (large print, contrasting colors, sans-serif font) indicates locations and directions for event, washrooms (including accessible and all-gender), and exits.
- ☐ Emergency plan (if applicable) includes accessibility considerations
- ☐ Accessibility guide and gender-neutral/universal restrooms maps or lists are provided

### 2. Communication & Materials

- ☐ Event materials are available in multiple formats (digital, print, screen-reader friendly), and use high contrast, large font
- ☐ Accessibility features are communicated clearly in event promotion
- ☐ A question in the registration form is included for participants to indicate any additional accessibility or accommodation needs
- ☐ Materials are translated, captioning, or interpreters (ASL, LSQ, other languages as needed) are available for multilingual participants; alt-text is provided for all images.
- ☐ Inclusive language is used in all communications

### 3. Accommodation Needs

- ☐ Quiet rooms are available for neurodiverse participants or those needing breaks
- ☐ Event schedule includes breaks and rest periods
- ☐ Childcare or family-friendly options (ex: private space for breastfeeding) are provided if applicable

### 4. Respectful Engagement

- ☐ Diverse representation in speakers/panelists is considered
- ☐ Gender pronouns are encouraged to appear next to names on badges, or pronoun pins are offered, and pronouns are shared by presenters if they wish so.
- ☐ [TCA Respectful Engagement guidelines](#) are shared in advance to all participants and/or printed out and shared at the event

### 5. Dietary Needs

- ☐ Dietary restrictions (vegetarian, vegan, halal, kosher, gluten-free, allergies) are considered
- ☐ All food is labeled clearly with ingredients and allergens

For further guidance, please refer to the Department for Women and Gender Equality's [GBA+ Inclusive Event Planning](#) recommendations.