This checklist describes multiple steps you can take to ensure that our in-person events and meetings are inclusive of and accessible to a broad array of 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**. Your list helps document ways that the Pitt Law community is striving toward inclusive excellence!

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

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

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

Effective requests for desired accommodations should include:

* 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.
* A deadline date for submission of accommodation requests.
* **The event or meeting host was trained on how 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 and at 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.**
* **The event shared / read a Land Acknowledgement at the start of your event or meeting.**
	+ As reference, a current University of Pittsburgh System Land Acknowledgement can be downloaded at [https://www.law.pitt.edu/about/land-acknowledgement].
* **The event or meeting provided adequate space and provisions for those who require wheelchair access.**
* **The event or meeting provided adequate space and provisions for those who utilize a support animal.**
* **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 prior to the event.
	+ Invite attendees to raise accessibility issues and concerns during the event and instruct them how to do so.
	+ Prompt presenters to restate their name when speaking in order to enable others to better follow the conversation.
	+ 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 times those who are hearing-impaired can hear presenters and not hear other attendees).

***(11/21/2022)***