



## **Reception Accessibility Checklist**

### **2025 SIOP Annual Conference**

#### **General**

- Use large-print text on promotional flyers (as well other materials, like presentation slides and signage) and choose color palettes that are visible for individuals with color vision deficiencies.
- Post flyers on social media and/or send via email to allow people to “zoom in” and/or use text-to-speech technology.
- If you posting invitations online, then provide alternative text to describe visuals and images on the flyers and other materials.
- If your reception is held outside of the conference venue, check if there is a feasible, accessible way to reach the reception (e.g., accessible public transportation).
- If there is a process by which attendees can RSVP for the reception, provide an opportunity for attendees to provide dietary and other accommodations requests.
- Encourage name tags with pronouns to promote a more inclusive environment. Attendees can also pick up badge ribbons with their preferred pronouns at the registration desk.
- For those planning to host an online or hybrid reception, consider activating the closed captioning feature in your video feed.

## Food and Drink

- Offer Vegetarian, Vegan, Kosher, Halal, and caffeine-free options.
- Clearly label food as vegan, Halal, vegetarian, etc., and set up to avoid cross-contamination.
- Offer non-alcoholic drink options (including water, sparkling water, and even a non-alcoholic cocktail).
- If using drink tickets, make sure that non-alcoholic options are available with drink tickets.

## Reception Setting

- Wheelchair accessible facility and restroom
- Plenty of seating and different styles of seating (e.g., seat with backs and low seats)
- If the venue has tables, wheelchairs should be able to fit under tables while still allowing the individual to comfortably eat.
- Encourage speakers to use microphones when talking to the reception group.
- Add priority seating at the front of the reception room for persons with disabilities so they are closer to speakers, the screen, etc.
- Space for participants to socially distance if they choose to do so
- Lighting should be bright enough so those with impaired vision can see, but not so bright to induce a flare-up in those with light sensitivities.

