

Accessibility and Inclusivity

How?

Train your staff

- One way to make your event more accessible and inclusive is to receive training and encourage other event facilitators to get trained! McGill offers many trainings throughout the year:
 - For Staff/Faculty
 - For students
 - Upcoming trainings on myInvolvement
 - Our Shared Spaces (through Teaching and Learning Services)
- Encourage event facilitators to participate in events associated Black History Month, Pride Month, Queer History Month, Indigenous Awareness Week, etc.

Plan ahead

- Assign someone to be responsible for ensuring the accessibility of the event.
- Invite attendees to indicate whether they require accommodations (see [sample text and checklist here under “Ask!”](#)).
- Set aside funds to pay for accommodation requests.
- Learn about the accessibility of your venue in advance.
 - Is it wheelchair accessible? Are there gender-inclusive washrooms?
- Publicize accessibility features and barriers in advance.
 - E.g. “Service dogs welcome,” or “Venue includes a flight of three stairs at the entrance with no ramp.”
- Consider your event’s **digital accessibility**, particularly for hybrid or virtual events.
- Read through the resources below!

Key Resources

McGill and other organizations offer many inclusivity resources, including:

- **Inclusive Workshop Toolkit**
 - Includes a checklist on logistics, communications, facilitation, and more.
- **Accessibility information from Student Accessibility and Achievement**
 - Includes **accessibility guides for every building**, with accessible entrances, elevators, and washrooms, for each campus.
- **Indigenous Ally Toolkit**
 - Consider sharing with event facilitators and/or guest speakers.

