



Helping you navigate, plan and create accessible meetings, events, and conferences that serve all your guests' needs.

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Welcome to the updated, digital version of ***A Guide to Planning Accessible Meetings***, originally published by Independent Living Research Utilization in 1993, written by co-authors June Isaacson Kailes and Darrell Jones. The Mid-Atlantic

ADA Center and TransCen, Inc. sponsored this update and publication in recognition of the 25th anniversary of the transformational Americans with Disabilities Act (ADA) of 1990.

This version includes regulatory updates along with practical guidance from a host of meeting planning professionals, subject matter experts, and even June Kailes herself.

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NIDILRR is a Center within the Administration for Community Living (ACL), Department of Health and Human Services (HHS). The contents of this guide do not necessarily represent the policy of NIDILRR, ACL, HHS, and you should not assume endorsement by the federal government.

TransCen's work represents the intersection of grassroots implementation and national policy and initiatives. Since 1996, it has supported the Mid-Atlantic ADA Center, one of ten regional ADA Centers of the ADA National Network, funded by the National Institute on Disability, Independent Living, and Rehabilitation Research.

Our goal is that this guide will help make every meeting, event, and conference accessible. It is with great pleasure that we share this work, which will continue to be updated to best serve the needs of planners, and help ensure that all meeting participants are fully engaged and have equal opportunities to contribute to public discourse, learning, and advancement.

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**How To Use This Guide**

This online guide is an update from a print publication issued in 1993. As a web resource, however, it becomes a living document that can be modified and updated as emerging practices become best practices, and as these practices fold into an ever-widening circle of gatherings, like weddings, family reunions, and more.

Note that information may be repeated in various sections where it may be relevant. The navigation options on the left of the screen are "chapter" titles, and clicking the link will open both introductory text and additional subchapters with more information and resources.

Every effort has been made to ensure that links to other online resources are live and unbroken; staff at the Mid-Atlantic ADA Center will continue to monitor the guide and appreciate hearing from you if broken links are found.

[ADA HOSPITALITY \(/\)](#) | [MID-ATLANTIC ADA CENTER \(HTTP://WWW.ADAINFO.ORG\)](#) | [ADA NATIONAL NETWORK \(HTTP://WWW.ADATA.ORG\)](#)

Feedback is referenced often throughout this document and technical experts have reviewed content, this is not a replacement for competent legal counsel. Rather, the team presents here what is required under the law as understood by these subject matter experts, and promising practices to make **YOUR** event fully inclusive, a market advantage in today's competitive and ever-expanding service economy. By ensuring that all participants have equal access, the world will truly be a richer place.

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