

Making the Meeting Accessible



1. When planning the meeting, did you consider the need for interpreters or other accommodations?



2. When publicizing the meeting, did you provide a method for participants to request accommodations?



3. Are presenters or staff available and prepared to respond to requests for accommodations?

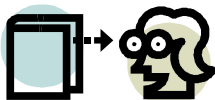


4. Are the bathrooms nearest to the meeting room accessible, or are presenters prepared to give clear directions to the nearest accessible bathrooms?

ABOUT WRITTEN & ELECTRONIC MATERIALS



5. Are your materials written in simple language and free of jargon?



6. Are your materials written in a sans serif font? “Times New Roman” is a serif font.



7. Are your materials readily available in alternate formats? (large print, CD, audio cassette, e-mail, Braille)



ABOUT BREAKS

8. Are your breaks at least 15 minutes long to allow people who need extra time to use the bathrooms and return to the meeting?




9. When adjustments to the meeting schedule become necessary, are presenters aware that breaks should not be shortened?

TOOLS TO MAKE YOUR LANGUAGE MORE UNDERSTANDABLE

Check your text for to see if you have made your points concretely, rather than basing them on conceptual constructs.

Use tools to check the “readability” of your text.

Display readability statistics

1. On the **Tools** menu, click **Options**, and then click the **Spelling & Grammar** tab.
2. Select the **Check grammar with spelling** check box.
3. Select the **Show readability statistics** check box, and then click **OK**.
4. On the **Standard toolbar**, click **Spelling and Grammar** .

When Microsoft Word finishes checking spelling and grammar, it displays information about the reading level of the document.

Readability scores

When Microsoft Word finishes checking spelling and grammar, it can display information about the reading level of the document, including the following readability scores. Each readability score bases its rating on the average number of syllables per word and words per sentence.

 [Flesch Reading Ease score](#)

 [Flesch-Kincaid Grade Level score](#)

Rates text on a U.S. school grade level. For example, a score of 8.0 means that an eighth grader can understand the document. For most documents, aim for a score of approximately 7.0 to 8.0.