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# REASONABLE ACCOMMODATIONS FOR CONFERENCES OR MEETINGS

## INCLUSIVE SPACES START WITH YOU

A Practical Guide for Welcoming and Accommodating Persons with Disabilities  
(For conferences, meetings, and gatherings).

### 1. Persons with Hearing Loss (d/Deaf, hard of hearing, hearing impaired, deafblind)

#### Communication

- Use and provide captions or subtitles for all videos or presentations.
- Offer a sign language interpreter.
- Offer a lip speaker.
- Provide written materials or slides before/after sessions.
- Use chat, text, or note apps for quick communication.

#### Venue & Setup

- Ensure good lighting (so lips and facial expressions are visible).
- Avoid echoing rooms and loud background music.
- Seat the person where they can see the speaker/interpreter clearly.
- Have a microphone and sound system available for larger rooms.
- Provide a laptop and headphones if none of the above are available to have the option like google meet to get live transcription.
- If possible, get a temporary hearing loop system in place.

### 2. Persons who are Blind or Visually Impaired

#### Communication

- Offer materials in accessible formats: large print, audio, or digital text.
- Describe visual content aloud during presentations (slides, photos, videos).
- Use clear, descriptive language instead of gestures (“It’s to your right,” not “over there”).

#### Venue & Setup

- Ensure clear, unobstructed pathways (no bags, cables, or chairs in walkways).
  - Provide tactile or braille signage where possible.
  - Ensure good contrast and lighting at entrances and signs.
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- Assign a volunteer or guide to assist if needed.
- Make sure if person has a guide dog, that guide dogs are allowed, and provide relieve and water station for dog.

### 3. Persons with Mobility Impairments

#### Communication

- Speak directly to the person, not their assistant or companion.
- Don't lean on or move their wheelchair or mobility aid.
- Allow extra time for movement between sessions.

#### Venue & Setup

- Ensure ramps or elevators are available and unobstructed.
- Provide accessible toilets and parking spaces close to entrances.
- Use tables and registration desks with adjustable or wheelchair-friendly height.
- Reserve front-row seating with space for wheelchairs or walkers.
- Check that emergency exits are accessible.

### 4. General Tips for Organisers

- Include a question on your registration form:  
*“Do you have any accessibility needs we should know about?”*
- Do a pre-event accessibility walk-through.
- Train your staff or volunteers in basic disability etiquette.
- Make sure your website and event materials are accessible (alt text, readable fonts, captions).
- Encourage a culture of inclusion and respect, accessibility is a shared responsibility.
- Make sure bathrooms are accessible and near the meeting/conference room.
- Make sure staff knows if food/lunch is provided, someone is able to assist person with disability/impairment if needed. Like dishing up, cutting food, provide straws etc.

#### Accessibility is Inclusion in Action

Creating accessible spaces ensures everyone can participate, contribute, and belong.



#### Contact the NCPD:

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**Visit our websites:** [www.ncpd.org.za](http://www.ncpd.org.za) | [www.casualday.co.za](http://www.casualday.co.za)







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