

Hosting Inclusive Events: Accessible Registration Form Example

Knowing your audience is critical to ensuring that meeting room layouts, menus, and other elements of the event will allow every participant to engage fully. Make sure your registration materials and forms ask specifically about your audience's needs and accommodations. The following is an example of the type of questions that can be included. The availability of the venue should be taken into consideration when asking these questions. If the venue does not provide the level of accessibility needed, then another venue should be considered.

To successfully participate in this event, which of the following will you need?

None - I do not need any modifications to participate

Materials Provided In:

Standard Print

Large Print

Braille

Audio

Text-Only

Electronic Files (formats may include PDF, Word, Text, and Excel)

Communication Formats / Aids:

American Sign Language (ASL) Interpreting

Other Type of Interpreting (please specify, e.g., Contact Signing, Tactile Interpreting):

 CART (Communication Access Realtime Translation)

Transcripts

Assistive Listening Device

Captioning

Advance copy of slides to be projected

I use the following assistive mobility device: _____

I will be accompanied by a service animal: YES NO

I will be accompanied by a personal assistant: YES NO

Environment/Location:

Wheelchair access

Wheelchair access to working tables throughout room

Scent-free room

Lactation room

Gender neutral bathroom

I have the following dietary restrictions:

- None
- Vegetarian
- Vegan
- Organic
- Kosher
- Gluten-free
- Dairy/Casein-free
- Sugar-Free
- Other: _____
- Food Allergies/Intolerances (please list): _____

Other accommodations that will help ensure my full participation:

If meeting planners have questions, the best way to reach me in advance of this event: _____

Make sure you follow up on all requests received. If it appears you will be unable to meet a specific request, follow up with the individual who made the request to determine whether an alternative arrangement can be made.