



# In-Person IDEA Data Meetings

## MORE ACCESSIBILITY CONSIDERATIONS

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**Issued:** September 2026

This brief provides additional guidance for accessible in-person meetings. Refer to our main guide, *Holding Accessible IDEA Data Meetings*, for general guidance.

### Setting Up the In-Person Meeting

Choosing the location is one of the most important aspects of an in-person meeting. An inaccessible location can keep some participants from being able to fully engage or even attend the meeting. Choose a venue that:

- Is easy to locate and navigate.
- Includes accessible parking, entrances, routes, signage, elevators, and restrooms.
- Accommodates wheelchairs and other mobility devices.
- Allows for flexible seating arrangements.
- Provides adequate lighting, sound, and presentation technology.

Lastly, consider meeting locations that can offer a sensory break room for attendees who may experience sensory overload. These rooms can provide a quiet space to reset and may include low or natural lighting, earplugs, and sensory fidget toys. The room should be designated for this purpose and not used as a meeting space. Communicate its purpose and availability to all attendees.

### Audio Content Access

Use microphones if possible, especially for larger venues. Consider having an extra microphone on hand that can be passed to attendees. Alternatively, you can use one microphone and have the presenter repeat questions and comments. Consider using a lapel microphone for individuals who may have limitations with hand movement and/or fine motor skills.



## Visual Content Access

Ensure monitors and projector screens (including those with captions) can be seen from anywhere in the meeting room. Always ensure that captions are visible and large enough for everyone in the room to view them.

## During the In-Person Meeting

At the start of the meeting, orient attendees to the physical space by pointing out the following:

- Exits and restrooms.
- Emergency procedures.
- Locations of interpreters, captioning screens, or microphones.
- Accessible routes and seating areas.

## Troubleshooting

Have plans in place for when things go wrong. Prepare backups for accessibility and audio-visual (AV) tools. Common issues and solutions include:

- **ASL interruption:** Use captions until service is restored.
- **Caption failure:** Switch to automated captions.
- **Poor caption accuracy:** Improve microphone placement and audio quality.
- **Microphone failure:** Use backup microphones and batteries.
- **Video issues:** Provide a verbal summary or description.
- **Presentation software failure:** Use printed or accessible backup materials.