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Accessible design — Consideration and assistive products for accessible meeting

*Conception accessible — Considérations et produits d'assistance pour
réunion accessible*



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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the WTO principles in the Technical Barriers to Trade (TBT) see the following URL: Foreword - Supplementary information.

The committee responsible for this document is ISO/TC 173, *Assistive products for persons with disability*, Subcommittee SC 7, *Accessible design*.

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Introduction

There are various types of meetings, ranging from small gatherings in families, schools, workplaces, and towns, to bigger ones such as academic meetings, sessions in congresses, and international conferences. Participation in meetings is indispensable for full participation and inclusion in society as envisioned in the United Nations Convention on the Rights of Persons with Disabilities.

As social participation of older persons and persons with disabilities is promoted, more older persons and persons with disabilities are taking the opportunity to attend meetings. To ensure that all persons can participate in a meeting in a meaningful way, considerations are required to be taken to overcome any obstacle that can be a hindrance. Printed meeting notices and documents might not be appropriate for a participant who has a seeing impairment or who is blind. Complicated texts might be a hindrance for a person who has a cognitive impairment. Discussions might be difficult to follow for a participant who has hearing impairment or who is deaf. Narrow passages, gaps, and stairs might be barriers for a person who uses a wheelchair or assistive products for walking. Persons with speech disability might have difficulties expressing themselves in a meeting without any support.

Meeting organizers have to understand and address hindrances so that all participants can fully take part in the meeting. Careful planning, support staff, and use of appropriate assistive products can overcome hindrances. Preparation of meeting materials in alternative formats such as large print, braille, or digital formats can facilitate understanding for a person who has seeing impairment or who is blind. Texts that are clear and concise can facilitate understanding for a person with cognitive impairment. Amplification of speech by using microphones can be appropriate support for a person with hearing impairment. Sign language interpreters can assist a person who is deaf to follow and participate in a discussion. A built environment with elevators and ramps can make an area accessible for a person with mobility limitation.

This International Standard identifies areas to consider, as well as support and assistive products that can facilitate the full participation of older persons and persons with disabilities in meetings.

In this International Standard, considerations and assistive products that can contribute to making a meeting accessible are presented in relation to human abilities. To facilitate for meeting organizers, [Annex A](#) presents detailed guidelines and a checklist in relation to the process of organizing an accessible meeting.