INTERNATIONAL STANDARD

ISO

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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

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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).

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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*.

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.

Accessible design — Consideration and assistive products for accessible meeting

1   Scope

This International Standard specifies considerations to be taken, as well as support and assistive products that can be used when organizing a physical meeting in which older persons and persons with disabilities can actively participate.

Teleconferences and web conferences are important methods that can be used to include older persons and persons with disabilities in meetings.

2   Terms and definitions

For the purposes of this document, the following terms and definitions apply.

2.1
accessible meeting
meeting which is organized so that older persons and persons with disabilities can participate actively and where required, assistive products and support staff are used to facilitate participation

2.2
assitive product
any product (including devices, equipment, instruments, and software), especially produced or generally available, used by or for persons with disability for the following functions:

— for participation;

— to protect, support, train, measure or substitute for body functions/structures and activities;

— to prevent impairments, activity limitations, or participation restrictions

[SOURCE: ISO 9999:2011, 2.3]

2.3
support staff
person who performs tasks to facilitate the execution of an accessible meeting which can include, but are not limited to, interpreting, note taking, guiding, and assisting participation of older persons and persons with disabilities

Note 1 to entry: Support staff includes *guide assistant* (2.4) and *communication assistant* (2.5).

2.4
guide assistant
person who leads and assists a person in a location in an appropriate manner for that person's impairment

2.5
communication assistant
person who assists with communication

EXAMPLE 1   A person who conveys proceedings of meetings and discussions using sign languages, live captioning, by paraphrasing or by Assistive Augmented Communication (AAC).

EXAMPLE 2   A person who expresses opinions on behalf of a participant.

EXAMPLE 3   A person who assists participant to follow documentation, e.g. turns pages of documents, points out information in documents.