Conducting the Session Checklist

Universal Instructional Design

General
- Ask a person with a disability if they need help before providing assistance;
- Talk directly to a person with a disability, not through their companion or interpreter;
- Avoid negative descriptions (ex. say “a person who uses a wheelchair” not “a person confined to a wheelchair”);
- Mention the person before the disability (ex. say “a man who is blind” not “a blind man”);
- Do not interact with a person’s service animal unless you have received permission.

Blind or Low Vision
- Be descriptive (ex. say “the computer is three feet to your left” not “the computer is over there”);
- Describe all of the content presented with overhead projections and other visuals;
- To guide someone with a visual impairment; offer your arm rather than grabbing or pushing.

Learning Disabilities
- Offer directions/instructions both orally and in writing.

Mobility Impairments
- Sit or position yourself at the approximate height of people sitting in wheelchairs when you interact.

Speech Impairments
- Listen carefully. Repeat what you understand and then ask the person with the impairment to clarify/repeat the portion you did not understand.

Deaf or Hard of Hearing
- Face people with hearing impairments so they can see your lips;
- Avoid talking while chewing gum or eating;
- Speak clearly at normal volume – speak louder only if requested;
- Repeat questions from audience members;
Use paper and pencil if more accurate communication is needed; When using an interpreter, speak directly to the person who is deaf; when an interpreter is voicing what a person who is deaf signs, look at the person who is deaf, not the interpreter.

**Psychiatric Impairments**

- Provide information in clear, calm, respectful tones;
- Allow opportunities for addressing specific questions.


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Please contact the Accessibility Coordinator, Andrew Ashby, in one of the following ways:

- Email: accessibility.hub@queensu.ca
- Phone: (613) 533-6000 ext. 75734
- In person: Adaptive Technology Centre, Stauffer Library, Room 120E