



1 PLANNING

- Who will offer a meaningful, accurate, and respectful Indigenous land acknowledgement?
- Is there someone to read the Anti-Harassment & Equity Declaration?
- Have the OSSTF/FEESO Equity Statement and the [Anti-Harassment Statement](#) been provided? Has an anti-harassment officer been assigned?
- Are there sufficient breaks for members to meet their needs (e.g. breast feeding, prayer, medical conditions, comfort)?
- Have you designated a co-ordinator to manage accommodation requests for the event? Have they asked in advance if anyone has any accommodations? Has the co-ordinator reached out to members ahead of the event/meeting to discuss needs, individual accommodation requests?
- Has the content of the workshop/ activity been screened for bias?
- Are materials available in alternative formats (e.g. providing it in advance or electronically)?
- Have you provided the contact information for co-ordinator(s) of the event where participants can direct questions or concerns?
- Have you consulted the [Financial Handbook](#) to see what funding is available to assist?
- Have translators and/or an American Sign Language (ASL) interpreters been booked well ahead of time?
- Have you considered having guest speakers/panelists that reflect a diversity of peoples and/or from underrepresented groups, when planning professional development or inviting guest speakers to a meeting or event?
- Have you checked a calendar to ensure that a meeting has not been booked on a day of significance?

Please use this OSSTF/FEESO Event Planning Checklist when creating your next provincial or local event to design a more inclusive and accessible space.

2 COMMUNICATION

- Have participants been canvassed in advance to make sure that their needs are accommodated (e.g. dietary concerns, sign language interpretation, alternatively formatted documents)?
- Have participants been notified well in advance of the event so that they can arrange accessible transportation, attendant services, and other personalized supports that might be required?
- Have handouts been provided in advance? Are the fonts and font size(s) [AODA](#) compliant?
- Has an appropriate colour scheme been selected and used in any visual/multimedia presentation material(s) (i.e. [AODA](#))?
- Have you used inclusive language?
- Are the images in your communications reflective of diverse populations?
- Is interpretation needed for the meeting?

In an online platform,

- Have all the participants been informed that they should wear headsets to improve the quality of communication during virtual meetings/events?
- Have you ensured that the platform being used has closed captioning?
- Have handouts, including the agenda, been provided in advance? Are the fonts and size [AODA](#) compliant?



3 PHYSICAL STRUCTURE

- Is the location of the event geographically central?
- Are the physical facilities accessible to participants living with disability(ies)? This may include washrooms, elevators, doors, stools by microphones and spacing of chairs, and how food/refreshments are served (e.g. buffets may be inaccessible in some circumstances).
- Are there spaces available to participants to use that meets their needs (e.g. breast feeding, prayer, medical conditions, comfort, special needs)?
- Are there washrooms that are gender-inclusive and family friendly?
- Has the venue been set up so that all participants can access the presenters/presentation? (e.g. interpreters, microphones, sound systems, video displays, etc.)?
- For large events, are there areas free from obstacles, or are alternate routes available?

4 TECHNOLOGY & FINANCIAL CONSIDERATIONS

- Are you funding or seeking funding for members to print materials at home, or will materials be printed and handed out during the meeting?
- If access to Wi-Fi is a concern, can members meet at a District office for the meeting? Can an alternate accessible meeting space or Wi-Fi connection be rented (e.g. hotel room, community centre, etc.)?

The Ontario Secondary School Teachers' Federation (OSSTF/FEESO) is a democratic union that recognizes the importance of diversity, equity and inclusion at all levels of the membership. OSSTF/FEESO is committed to dismantling barriers to full participation so that all members see themselves reflected in the goals, structures, and practices of the organization.

For assistance, further information or resources, please contact an OSSTF/FEESO Equity Officer at equity.officer@osstf.ca or contact Provincial Office at 416-751-8300

Alternative formats are available upon request.