**List of common access needs**

**Access need:** Using a mobility device like a wheelchair or walker and require accessible spaces.

**Considerations:** Ramps, wide doorways and hallways/walkways, low benches and tables, ensuring that devices or appliances are reachable for people using mobility devices

**Access need:** Low vision and require assistive devices.

**Considerations:** If you are online, let them know it’s okay for them to have their camera off. Use audible announcements, minimum of size 12 font, magnifiers.

**Access need:** Impacted by different types of lighting and require accessible spaces

**Considerations:** Reduce glare, increase contrast, replace lightbulbs. Be mindful of programs and lightings that use ‘flashes’ – they can trigger seizures.

**Access need:** Deaf, deaf, or hard of hearing and require assistive devices or interpreters.

**Considerations:** Auslan interpreters, captioning (captioning can be automatic or live. Live captioning is often more accurate than automatic captioning).

**Access need:** Needing a service animal.

**Considerations:** Ask the person how to best run the sessions with the animal present, ask for things they’ve liked about events in the past when they have used a service animal. Make sure to let others know that there is a service animal present and they are there for support for the person, not to be played with by others.

**Access need:** Limited use of hands or arms.

**Considerations:** For this access need, it’s usually best to ask the person ahead of the event/ program or meeting what usually works for them. Let them know what you are trying to achieve and what activities are planned. Have multiple ways that people can contribute their thoughts that isn’t just writing it down. I.e. you can offer to write it down for them or they can verbally share with the group.

**Access need:** Difficulties with speech and communication.

**Considerations:** Have technology available for them to use to write down what they want to say, i.e laptops or notepads. Also, people may use Augmented and Alternative Communication (AAC) devices, so just reach out to them prior to the event of program to understand what they need and how to best run the program with these devices present.

**Access need:** Airborne reactions (allergies, chemicals, fragrances, etc.)

**Considerations:** Limit fragrances and chemicals in the space in general but if you learn of a specific fragrance or allergy that a person has, request that people not use it during the event, program or meeting.

**Access need:** Require breaks during an event, meeting, program or training.

**Considerations:** Everyone needs breaks and its ideal to have a 5-minute break every half an hour but if that’s not possible, a 5-10 minute break every hour is good practice.