Dynamic Coalition on Accessibility and Disability (DCAD) Recommendations for Enhanced Accessibility at IGF Events

1. **Enhance Accessibility Information on the Main Page:**
   - Craft a comprehensive Accessibility Statement on the main page, outlining what participants can expect in terms of accessibility provisions.
   - Provide contact details for the designated focal person responsible for supporting participants with disabilities, facilitating direct communication for issue resolution.
   - Clearly describe the accessibility features of each session, including the availability of captioning, sign language, and accessible session maps.
   - Ensure that all images, especially those depicting meals, include alternative text for accessibility.
   - Make menus fully accessible on the website or provide a link for detailed information.

2. **Specify Accessibility Needs in Participant Queries:**
   - After asking about accessibility issues, include specific examples for clarity.
   - Examples could include needs related to visual impairments, hearing impairments, cognitive disabilities, and provide corresponding options such as assistance, specific headsets, sign language, or noise-canceling headphones.

3. **Improve Accessibility of Each Session:**
   - Implement separate screens for captioning and speaker display in each session room.
   - Clearly indicate the available accessibility options for each session, such as captioning, sign language interpretation, and language interpretation.
   - Provide alternative headphones suitable for persons with hearing aids and cochlear implants.
   - Consider supplying portable hearing neck loops for hard of hearing participants.
   - Ensure all meeting rooms, even those without interpretation, are equipped for participants with hearing impairments, such as with neck loops etc.

4. **Ensure Accessibility from the Start on the IGF Website:**
   - Develop the IGF website adhering to WCAG standards (AA level at minimum) and obtain certification.
   - Address login issues and website functionality to prevent unnecessary barriers for users with accessibility issues.
   - Ensure both registration and the schedule are accessible, with regular testing by a disability testing firm to maintain accessibility standards.
• Promote awareness among staff and the community on creating accessible sessions.
• Ensure the IGF website follows web standards to guarantee accessibility.

5. **Increase Awareness on Accessibility in External Groups:**
   • Educate various groups on creating accessible content, particularly in making images, photos, and information more accessible for persons with disabilities.

6. **Prioritize Accessibility Regardless of Costs:**
   • Introduce a checkbox during registration to identify accessibility concerns, helping organizers allocate resources effectively.
   • Prevent costs from hindering decisions on the accessibility of sessions, emphasizing inclusivity.

7. **Request Tactile Mapping of Conference Locations:**
   • Consider asking the host country to add tactile mapping to assist individuals with visual disabilities in navigating the conference location.

8. **Provide Human Assistance**
   Provision of human assistance for in-person participants with visual or physical impairments, ensuring they have the necessary support to navigate the venue seamlessly.

9. **Designate a Quiet Room for Participants:**
   • Establish a Quiet Room for participants seeking a break or a space for focused conversations.
   • Recognize the needs of neurodivergent participants and those who are hard of hearing by providing a quiet space for rest, networking, or recuperation.

10. **Include Persons With Lived Experience of Disabilities in Decision Making of IGF:**
   • Advocate for the inclusion of individuals with firsthand experience of disabilities in the decision-making processes of the IGF. Their insights can provide invaluable perspectives to enhance the overall accessibility and inclusivity of IGF events.