

## 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.