

Access checks before a meeting, outreach, or session

Before meeting with people, confirm the language and dialect and arrange captioning, interpreting, and alternate formats. Check the physical and online spaces, along with timing, transportation, child care, trust, and any process burden you can remove.

Content

Language: which languages and dialects; interpreter booked with specifics; translated materials reviewed.

Disability and communication access: arrange captions or real-time captioning, sometimes called CART. Provide a qualified sign-language interpreter when requested, send accessible materials in advance, and make sure both the room and online meeting are usable.

Timing: evening or weekend options for working people; religious observance and school calendars checked; enough notice.

Place: consider transit, parking, an accessible entrance and restrooms, and an online option that does not require an unfamiliar account.

Trust: consider who sends the invitation and who will be present. Explain each person's role, what will happen with the information shared, and what participants will receive in return for their time. Do not assume that contact from a public agency feels reassuring to everyone.

Time and effort: avoid unnecessary registration, forms that ask for more information than you need, or identity-document requirements for a listening session.

Payment and follow-up: explain whether people will be paid and when they will hear what changed.

Next steps

- **Open the relevant Minnesota Communities brief** — program page /minnesota-communities
- **Community engagement path** — program page /practice/gp-3

Practice paths this supports

- Community engagement or co-design effort
- Planning a learning or facilitation session