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Accessible design — Consideration and assistive products for accessible meeting

Conception accessible — Considérations et produits d'assistance pour réunion accessible

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Contents

Page

Foreword ..... **iv**
Introduction ..... **v**
1 Scope **1**
2 Normative references **1**
3 Terms and definitions **1**
4 Planning and management for full participation **2**
4.1 Principle 2
4.1.1 Basic principle 2
4.1.2 Before the meeting 2
4.1.3 At the meeting 3
4.1.4 After the meeting 3
4.2 Specific considerations and supports 3
4.2.1 General 3
4.2.2 Seeing 4
4.2.3 Hearing 4
4.2.4 Touch — Considerations 5
4.2.5 Taste and/or smell — Considerations 5
4.2.6 Hand and arm use 5
4.2.7 Mobility 6
4.2.8 Voice and speech 6
4.2.9 Cognition 6
4.2.10 Immunological system 7
Annex A (informative) **Guidelines in relation to the process of organizing an accessible meeting** **8**
Annex B (informative) **Prior registration form for an accessible meeting** **15**
Bibliography **17**

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

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For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 173, *Assistive products*, Subcommittee SC 7, *Assistive products for persons with impaired sensory functions*.

This second edition cancels and replaces the first edition (ISO 17069:2014), of which it constitutes a minor revision. The changes compared to the previous edition are as follows:

— correction of misspellings in 3.2, 4.2.8.1 and Annex B.3, list item 7);

— editorial corrections;

— update of the bibliography.

Any feedback or questions on this document should be directed to the user’s national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

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Introduction

There are various types of meetings, ranging from small gatherings in families, schools, workplaces, and towns, to bigger ones such as academic meetings, sessions in congresses, and international conferences. Participation in meetings is indispensable for full participation and inclusion in society as envisioned in the United Nations Convention on the Rights of Persons with Disabilities.

As social participation of older persons and persons with disabilities is promoted, more older persons and persons with disabilities are taking the opportunity to attend meetings. To ensure that all persons can participate in a meeting in a meaningful way, considerations need to be taken to overcome any obstacle that can be a hindrance. Printed meeting notices and documents might not be appropriate for a participant who has a seeing impairment or who is blind. Complicated texts might be a hindrance for a person who has a cognitive impairment. Discussions might be difficult to follow for a participant who has hearing impairment or who is deaf. Narrow passages, gaps, and stairs might be barriers for a person who uses a wheelchair or assistive products for walking. Persons with speech disability might have difficulties expressing themselves in a meeting without any support.

Meeting organizers have to understand and address hindrances so that all participants can fully take part in the meeting. Careful planning, support staff, and use of appropriate assistive products can overcome hindrances. Preparation of meeting materials in alternative formats such as large print, braille, or digital formats can facilitate understanding for a person who has seeing impairment or who is blind. Texts that are clear and concise can facilitate understanding for a person with cognitive impairment. Amplification of speech by using microphones can be appropriate support for a person with hearing impairment. Sign language interpreters can assist a person who is deaf to follow and participate in a discussion. A built environment with elevators and ramps can make an area accessible for a person with mobility limitation.

This document identifies areas to consider, as well as support and assistive products that can facilitate the full participation of older persons and persons with disabilities in meetings.

In this document, considerations and assistive products that can contribute to making a meeting accessible are presented in relation to human abilities. To facilitate for meeting organizers, Annex A presents detailed guidelines and a checklist in relation to the process of organizing an accessible meeting.

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Accessible design — Consideration and assistive products for accessible meeting

1 Scope

This document specifies considerations to be taken, as well as support and assistive products that can be used when organizing a physical meeting in which older persons and persons with disabilities can actively participate.

Teleconferences and web conferences are important methods that can be used to include older persons and persons with disabilities in meetings.

2 Normative references

There are no normative references in this document.

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

— ISO Online browsing platform: available at https://www.iso.org/obp

— IEC Electropedia: available at http://www.electropedia.org/

3.1
accessible meeting
meeting that is organized so that older persons and persons with disabilities can participate actively and where required, *assistive products* (3.2) and support staff are used to facilitate participation

3.2
assistive product
product (including devices, equipment, instruments, and software), especially produced or generally available, used by or for persons with disability for the following functions:

— for participation;

— to protect, support, train, measure or substitute for body functions/structures and activities;

— to prevent impairments, activity limitations, or participation restrictions.

[SOURCE: ISO 9999:2016, 2.3, modified — Note to entry deleted.]

3.3
support staff
person who performs tasks to facilitate the execution of *an accessible meeting* (3.1) which can include, but are not limited to, interpreting, note taking, guiding, and assisting participation of older persons and persons with disabilities

Note 1 to entry: Support staff includes *guide assistant* (3.4) and *communication assistant* (3.5).

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