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**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

GB/T 45916-2025

**Accessible design - Consideration and assistive products for
accessible meeting**

无障碍设计 无障碍会议所考虑的因素和康复辅助器具

(English Translation)

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Foreword

This document is in accordance with the provisions of GB/T 1.1-2020 "Guidelines for standardization work Part 1: Structure and drafting rules for standardization documents" Drafting.

This document is equivalent to ISO 17069:2020 "Accessible design - Considerations for accessible meetings and assistive devices for rehabilitation".

The following minimal editorial changes have been made to this document.

--- Added Appendix NA (informative).

Introduction

There are many types of meetings, including small meetings at home, school, and work, as well as larger meetings such as academic conferences, congresses, and international conferences.

According to the United Nations Convention on the Rights of Persons with Disabilities, attending meetings is an important part of an individual's full integration into society.

As the social participation of the elderly and disabled people is increasingly valued, more and more elderly and disabled people have the opportunity to participate in various meetings.

To ensure that everyone can participate in meetings in a meaningful way, potential barriers

need to be considered and addressed.

Meeting notices and materials may not be accessible to visually impaired attendees. Complex text may be difficult to understand for attendees with cognitive impairments.

For participants with hearing impairments, participating in discussions may be difficult. Use a wheelchair or other rehabilitation assistive device to assist in mobility.

Participants who are moving around may be hampered by narrow aisles, wide gaps, and stairs. In addition, participants with speech impairments may not be able to move without external support.

It may be difficult to express your ideas in meetings when there is a lack of support.

To ensure that all attendees can fully participate, meeting organizers need to understand and address these barriers.

We can remove these barriers by providing support staff and appropriate rehabilitation assistive devices. For example, large print Using clear, legible text can help participants with cognitive impairments understand the content of the meeting.

Provide microphones to amplify the voices of participants with hearing impairments and provide them with appropriate support; provide sign language interpretation it can help hearing-impaired participants understand and participate in discussions; and buildings equipped with elevators and accessible ramps can help people with limited mobility.

Participants can easily enter the meeting area.

This document identifies factors that need to be considered, as well as assistive measures and rehabilitation aids that can facilitate the full participation of older persons and persons with disabilities in meetings.

appliance.

To facilitate meeting organizers, Appendix A provides detailed guidelines and checklists related to organizing accessible meeting processes, and Appendix B provides Appendix NA of the Accessibility Conference Pre-Registration Form provides a list of assistive devices and related considerations for the Accessibility Conference.

Accessible design factors to consider in accessible meetings and Rehabilitation assistive devices

1 Scope

This document provides considerations, support measures, and tools for organizing in-person meetings where older people and people with disabilities can actively participate.

Rehabilitation assistive devices.

This document is applicable to in-person meetings with older adults and people with disabilities, as well as to conference calls and webinars.

2 Normative references

This document has no normative references.

3 Terms and Definitions

The following terms and definitions apply to this document.

accessible meeting

By adopting appropriate organizational methods, ensure that the elderly and people with disabilities can actively participate in the whole process, and when necessary the use of assistive devices (3.2) and/or support personnel (3.3) to facilitate the effective participation of the above groups Discussion form.

assistive devices

Rehabilitation assistive devices Products and technologies that improve human performance and alleviate functional impairments.

Note 1: Rehabilitation assistive devices include instruments, equipment, devices and software.

Note 2 to entry. Rehabilitation assistive devices are either custom-made or ready-made.

[Source. GB/T 16432-2025, 3.3, modified] 3.3 support staff Personnel who provide professional services to facilitate the smooth implementation of barrier-free meetings (3.1), including but not limited to interpretation services, meeting record keeping, record, guide and assist the elderly and people with disabilities to better participate in meetings.

NOTE Support personnel include facilitators (3.4) and communication facilitators (3.5).

guide assistant

A person who provides guidance and assistance in a specific location in an appropriate manner based on the individual functional impairment of the service recipient.

Professionals who specialize in assisting people with special communication needs to complete the process of information transmission and communication.