Meeting Name: ARO Accessibility and Accommodations Committee Meeting
Date: August 20, 2025
Time: 3:00-4:00 PM EST
Attendees: Julia Huyck (chair), Ram Ramachandran, Christopher Cunningham, Sammi Stiepan, Brandon Paul, Lisa Cunningham (board liaison), Patricia Aguiar, Rhiannon McNeely (executive office)

1. **Agenda Overview**
   The meeting began with a review of the agenda, which included priorities for the year, poster evaluation revisions, and more detailed feedback on poster judging.

   Decisions Made:

   - Use Google Forms for poster feedback to provide more specific and constructive criticism.

   Action Items:

   - Julia to share last year's evaluation sheet for context.

2. **Poster Evaluation Criteria**
   The committee reviewed poster evaluation criteria, including text and graphic accessibility, visual clarity, and digital accessibility, and discussed possible revisions.

   Decisions Made:

   - Remove the "poster is not overcrowded" criterion due to its subjectivity.
   - Keep the existing criteria but provide standardized feedback comments.

   Action Items:

   - Julia to create a Google Form for evaluations.
   - Volunteers needed to write standardized feedback comments.

3. **Poster Feedback and Office Hours**
   The committee discussed offering office hours in January 2026 to provide feedback on posters before the MidWinter meeting. The goal is to help trainees and other members improve their posters' accessibility.

   Decisions Made:

   - Offer office hours during the last week of January 2026.

- Open office hours to all ARO members, not just poster blitz participants.

Action Items:

- Patricia to take a significant portion of the time commitment.
- Julia to coordinate the schedule and ensure coverage throughout the week.

4. **Accessibility Session Proposal**
   The committee discussed the possibility of submitting a proposal for a symposium or special session on accessibility at the 2027 MidWinter meeting. The goal is to include experts and individuals with disabilities to provide a comprehensive view of accessibility.

   Decisions Made:

   - Aim for a special session with 2-4 talks followed by a panel discussion.
   - Include experts and individuals with disabilities in the panel.

   Action Items:

   - Committee members to reach out to potential speakers and experts in California.
   - Julia to draft the proposal for the special session.