

- ▶ Materials/Handouts:
 - If providing handouts, have a few large-print copies in at least 18+ font.
 - Use clear fonts such as Arial or Times New Roman.
 - Encourage electronic materials to be distributed in advance.
 - If the event will have ASL Interpreters or CART captioners, provide them with any handouts, PowerPoints, and other materials at least two business days in advance so they have ample opportunity to prepare.
- ▶ Service Animals
 - Service dogs are welcome on campus and they do not have to be identified by a vest, nor does the individual have to show any certification.
 - You may only ask two questions:
 - Is the dog a service animal required because of a disability?
 - What work or task has the dog been trained to perform?
 - Additional information about animals on campus is available at drc.arizona.edu/students/animals

Information for Presenters

Event planners should share this information with presenters before the event so they can ensure their presentation and materials are accessible.

Consider the accessibility of activities.

- ▶ Is the room set to facilitate everyone's participation in your activities?
- ▶ Would someone with low vision, limited mobility or hearing loss be able to participate?
- ▶ If your audience is unknown, plan ahead with contingencies.

Offer accessible materials/handouts (see Day of Your Event section above).

When presenting, don't assume individuals can read what is presented on the slide. Describe all charts, graphs and images, and read all content aloud.

Make sure your font is easy to read from the back of a room (suggestion: 30-point font and use clear fonts such as Arial or Times New Roman). Ensure you are using good color contrast.

Videos should have captions and captions should be enabled.

AFTER YOUR EVENT

Include questions about access on any event evaluations or assessments.

For example:

- ▶ Were you able to request disability-related accommodations?
- ▶ Were you able to fully participate in this event?
- ▶ Do you have feedback on how to make this event more accessible next time?

Reflect on any accessibility-related issues and how to design differently in the future. Consider sharing any feedback with the venue.

EVENT PLANNER'S CHECKLIST

BEFORE THE EVENT

- Accessible location and routes are chosen, including:
 - Parking
 - Entrance
 - Seating
 - Presentation area
 - Restrooms
- Accessible seating/furniture arrangement.
- ASL Interpreters and or CART captioners are scheduled, if requested.
- The space has appropriate lighting.
- If amplified sound, there is an Assistive Listening System and devices.
- Event staff has been trained about accessibility and inclusion.
- The accommodations statement is included on all marketing/registration materials.
- Handouts are shared in advance electronically, if appropriate.
- Videos are captioned.
- Accessible transportation is provided (if appropriate).

DURING THE EVENT

- Activities/presentations are accessible and inclusive.
- Accessibility options/features are clearly marked with proper signage.
- Inform guests that assistive listening devices are available (if applicable).
- Videos are played with captions enabled.
- Materials and handouts are available in accessible formats.

AFTER THE EVENT

- Questions about access are included on any evaluations or assessments.
- Reflect on any accessibility-related issues and how to design differently next time.
- Consider sharing any feedback with the venue.



To request this brochure in an alternate format or for more information on planning accessible and inclusive events, contact [\(520\) 621-3268](tel:(520)621-3268) or eventaccess@email.arizona.edu.



PLANNING ACCESSIBLE AND INCLUSIVE EVENTS



OUR APPROACH

The University of Arizona (UA) promotes a progressive and proactive approach to campus accessibility. We strive for our campus experiences to be universally designed, usable by all people to the greatest extent possible, without the need for individual modifications. Identifying and removing barriers to access throughout our event planning process results in inclusive and welcoming experiences for our diverse campus community.

WHAT IS AN EVENT?

An event is any University experience – class, activity, workshop, program, training or field-trip – for any university audience, large or small.

WHAT IS MY ROLE?

As an event planner, you have the opportunity to create experiences that are not just accessible, but welcoming to your diverse audiences. While there is a lot to consider, good design is a process. Any progress toward inclusion is a success!

- ▶ Consider accessibility early in your planning. Good planning may not only save you money, but also eliminate the need for retrofitting or individual accommodations.
- ▶ Create a positive experience. When there are barriers to participation, it can make attendees feel unwelcome and less likely to return or recommend this event to a friend or colleague. Considering access and inclusion throughout your planning process will help ensure participants have a good experience.
- ▶ Commit to similar, if not identical experiences for disabled and non-disabled participants. We strive for equity and inclusion.
- ▶ Be knowledgeable about all aspects of your event. As the event planner, you should be prepared to field all event-related inquiries, including questions about access.

BEFORE YOUR EVENT

Select an accessible location that features:

- ▶ Accessible parking and drop-off areas (indicated with signage containing the updated Disability Access Symbol). 
- ▶ A paved and flat route to and from the main entrance, as well as any outdoor spaces (no gravel, uneven surfaces, curbs, stairs).
- ▶ An accessible primary entrance:
 - Is it flat/level or ramped?
 - Does it have either an accessible door or automatic door opener?
- ▶ An accessible room layout, including wheelchair accessible seating so wheelchair-users can sit with friends and participate in event activities. If the presentation area will be used for activities, the route from the seating area should be accessible (clear, wide, no steps). Information about access in each centrally scheduled classroom is available at ctsrooms.arizona.edu.

- ▶ Space for 1–2 American Sign Language Interpreters (ASL) and/or CART (Communication Access Real-time Translation) Captioners. Interpreters should be in front near speaker so deaf individuals can have an unobstructed view of speaker and visuals.
- ▶ Adequate space for service animals and/or wheelchair maneuverability, approximately 3–5 ft. wide aisles/routes.
- ▶ Accessible restrooms (indicated with signage). If none are in close proximity, provide a portable accessible option.
- ▶ Appropriate lighting for the space.
 - Dark enough to see video and bright enough to see a speaker?
- ▶ For amplified sound, ensure an assistive listening system with a sufficient amount of devices is available. Contact Classroom Technology Services (CTS) at [\(520\) 621-3852](tel:(520)621-3852) for more information. 

Training your event staff

- ▶ Inform staff of accessible features.
- ▶ Refer to a disabled person as either “disabled” or a “person with a disability.”
- ▶ Refer to those using wheelchairs as “wheelchair-users.”
- ▶ Refer to access feature as “disability-related access,” not “special.”
- ▶ If a disabled participant does not want assistance, respect their decision. Do not continue to offer.

Marketing, Communication and Registration Processes

This statement should be included on all marketing materials, online or printed:

With questions about access or to request any disability-related accommodations that will facilitate your full participation in this [insert text: workshop, training, seminar] such as ASL interpreting, CART captioning, captioned videos, Braille, wheelchair access, or electronic text, etc., please contact: {Event Planner's name and contact information including an email or phone number}.

If using images of people, include images of disabled people (consider wheelchair-users, those using ASL or those navigating with a white cane) to let everyone know they are welcome to attend. Do not include images of people helping disabled people.

If your marketing includes video call [\(520\) 626-8988](tel:(520)626-8988) or email drc-communicationaccess@email.arizona.edu for assistance with captioning.

Communication Access

- ▶ If individuals request ASL Interpreters or CART captioners via the RSVP process submit a request at this link on the DRC's website: bit.ly/HearingRequest
- ▶ Captioning is encouraged for videos shown at events and required if requested as a disability accommodation or if there is no registration process for the event. You can order a captioned version or call [\(520\) 626-8988](tel:(520)626-8988) or email drc-communicationaccess@email.arizona.edu

Transportation

If you provide transportation to and/or from the event, ensure that it is wheelchair accessible (has a lift), unless it is an RSVP-only event and no one has requested accessible transportation. Note: You can rent accessible vehicles from UA Motorpool for the same price as other options. Contact UA Motorpool at [\(520\) 621-5174](tel:(520)621-5174) for more information about renting accessible vehicles.

DAY OF YOUR EVENT

- ▶ Mark the following with clear and intuitive signage containing the updated Disability Access Symbol: 
 - Entrance/exit
 - Flow of traffic
 - Elevators
- ▶ Physical Layout
 - Arrange space so that all guests can use common routes. Routes are wide, flat/paved and clear of debris.
 - Distribute accessible seating options.
 - Accessible cord covers are used to cover exposed cords or hoses on ground.
- ▶ Communication Access
 - If amplified sound is being used, inform guests that assistive listening devices are available and ask guests to return them when complete.
 - Try to eliminate any background noise during the event.
 - Captions should be enabled.

