



Inclusive Event Planning Guidelines

Winthrop University is committed to providing an accessible and inclusive environment that creates welcoming and engaging campus experiences.

- A. Remember that accommodations can cost money, and the organizer of the event is responsible for providing them. Incorporate this into your planning and remember to budget accordingly.

The person requesting accommodations cannot be charged for the accommodation (beyond the same fee that any other participant would pay). The cost of the accommodation is paid for by the organization hosting the event.

- B. On all flyers, social media, websites, advertisements, registration and application materials associated with the event, please include a welcome message to let invitees know they can contact the event planner regarding accommodations. Be sure to include the event coordinator's contact information including name, phone number, and email address and provide appropriate space for attendees to request accommodations

Ex. "For individuals requiring accommodations, please contact the Event Coordinator: name, phone number, email address as early as possible prior to the event to help ensure availability"

- C. Include a welcoming statement and checklist in the event RSVP. Add a statement similar to the one below on all registration materials (online, paper, etc...):

Our department/ office/ organization..... works to create a welcoming and engaging campus experience for students and guests by striving to provide accessible and inclusive programming throughout the year.

If you or your guest(s) require accommodations for use during our event/ meeting, please indicate those needs as you register [online].

Add the following checklist(s) on all registration materials (online, paper, etc...):

For students:

I will need the following accommodations in order to participate:

- Sign language interpreter*
- Real-time captioning*
- Assistive listening device (FM System)*
- Captioning*
- Reserved front row seat*
- Large print materials: Minimum font size requested ____*
- Brailled Materials*
- Advance copy of slides to be projected*
- Wheelchair access*
- Wheelchair access to working tables throughout room*
- Diet Restrictions. List: _____*
- Other: (specify) _____*

For their guest(s):

My guest(s) will need the following accommodation(s) in order to participate:

- Sign language interpreter*
- Real-time captioning*
- Assistive listening device (FM System)*
- Captioning*
- Reserved front row seat*
- Large Print Materials: Minimum font size requested ____*
- Brailled Materials*
- Advance copy of slides to be projected*
- Wheelchair access*
- Wheelchair access to working tables throughout room*
- Diet Restrictions. List: _____*
- Other: (specify) _____*

- D. Check with the presenter(s) to determine if they require accommodations and to ensure their videos and materials follow accessible guidelines.
- E. Be mindful that attendees may need additional time to move between rooms or sessions when planning the logistics and timeframe of the event. Depending on the length of your event, you may also want to provide breaks for all attendees.
- F. Service animals may be in attendance with their handler.
- G. If there is a registration table/ counter, it should be no higher than 34”.
- H. All videos presented should be captioned and tailored to requested accommodations.

What to do After Obtaining Accommodation Information?

1. Follow up with the requestor to confirm the details of what is needed.
2. Ensure all requests are completed and/or addressed appropriately. Remember: Individuals with disabilities are diverse and have diverse accommodation needs.
3. Coordinate the services with the vendor by sharing event details regarding the event (date, time, duration, location(s), and other specific event details.
4. The department would need to initiate a requisition charged to **ACCOUNT CODE 71071** (*Description: Interpreting and Accessibility Services*) and obtain a PO before the services are performed. The departments should handle this just as they would any other vendor payments. **Note:** The utilization of this account should be for requested accommodations/ services for campus functions and events (outside of the academic classroom) including but not limited to: American Sign Language Interpreting, audio description, CART, Typewell, video captioning and/ or generation of transcripts, conversion of documents into braille, large print font, accessible seating, accessible on campus transportation, accessible web, webinar, and online navigation and interaction, assistive technology (software and hardware) and other requests as needed.

Please consult with the Office of Accessibility for guidance if you have questions regarding the provision of an accommodation.

5. Once the services are performed, invoices should be sent to the **Office of the Vice President for Student Affairs**.
6. Once the department approves the invoice(s), the payment to the vendor will be processed and mailed.



INCLUSIVE EVENT PLANNING CHECKLIST

Please use the following checklist as your guide when planning an event

SECTION ONE: INFORMATIONAL ENVIRONMENT

_____ All advertising, invitations and brochures, have an access statement that includes multiple forms of contact, such as: *“If you are an individual with a disability and need accommodations, please contact (name, phone number, email)”*. **This individual should be the event coordinator.**

_____ All registration forms (online, paper, etc...) offer a chance for individuals to request accommodations for themselves and/ or guests such as:

I will need the following accommodations in order to participate:

___ *Sign language interpreter*

___ *Real-time captioning*

___ *Assistive listening device (FM System)*

___ *Captioning*

___ *Reserved front row seat*

___ *Large print materials: Minimum font size requested* _____

___ *Brailled Materials*

___ *Advance copy of slides to be projected*

___ *Wheelchair access*

___ *Wheelchair access to working tables throughout room*

___ *Diet Restrictions. List:* _____

___ *Other: (specify)* _____

Requested accommodations checked will be processed by the event coordinator.

_____ All publications state that they are available in alternate formats upon request by including a statement that provides multiple forms of contact information, such as: *“This publication is available in alternate formats upon request. Please contact (name, phone number, and email)”*. **This should be the event coordinator.**

_____ Publications and materials are provided in alternate media when requested (for example, Braille, large print, audiotapes, etc.).

_____ Marketing materials posted online should use a sans serif font (e.g.: Arial, Calibri, Tahoma) that is no smaller than size 14.

_____ All videos/films are shown with closed or open captions.

_____ Assistive listening devices (such as FM Systems or other amplification devices) are available.

_____ Information about the event is accessible to a broad range of participants, including website information.



INCLUSIVE EVENT PLANNING CHECKLIST (Cont'd)

SECTION TWO: ATTITUDINAL ENVIRONMENT

_____ An inclusive environment has been provided to assure the full participation and integration of individuals with disabilities.

_____ Always use person-first language when speaking to or referring to individuals with disabilities.

_____ Presenters, facilitators, speakers, etc., should always introduce themselves to attendees and face the audience when speaking.

_____ Use the same considerations in this checklist if you are planning post-event activities, off-site trips, overnight stays, or if you are moving around campus (such as residence halls, restaurants, recreation rooms, etc.).

SECTION THREE: PHYSICAL ENVIRONMENTS

Event Location:

_____ Event must be scheduled in an accessible location, with directional signage to all event or meeting locations.

_____ Accessibility requirements must be checked for all areas, which may include elevators, entrances, parking, restrooms, and seating (see Appendix).

_____ Confirm that requested accommodations are provided (e.g. sign language interpreters, closed captioning, etc.).

_____ If seating is provided, seating placement should be considered (e.g., near the interpreter or in the front for those with sensory disabilities), and wheelchair and companion seating should be dispersed in multiple locations.

_____ If a stage or platform is used, be sure it is accessible and on an accessible route, and provide a temporary ramp or portable wheelchair lift if needed.

_____ Displays or exhibits are positioned to provide an accessible route to navigate the space. Alternate formats of display or exhibit information may be made available for attendees with sensory disabilities.

_____ Equipment is located in wheelchair accessible areas and most frequently used materials are placed on lower shelves.

_____ Check equipment before beginning event to make sure it's working. Have a 'Plan B' in case of technical difficulties.

_____ If a microphone or dais is provided for participation, be certain it is accessible and assistance is provided.

_____ Ensure there is adequate lighting for persons with low vision or if a sign language interpreter is used.



INCLUSIVE EVENT PLANNING CHECKLIST (Cont'd)

SECTION FOUR: Parking and Transportation:

_____ If nearby parking is available, accessible spaces for parking are included and located on an accessible route. Provide multiple options for location.

_____ If transportation is provided, it is accessible to individuals with disabilities and there is an accessible route from the transportation stop to the building or entrance.

_____ For individuals who may require assistance to/from their parking space or transportation stop and the entrance, consider public safety/ golf carts.

SECTION FIVE: Food and Drink:

_____ If food and/or drink are provided, be mindful of restricted diets and allergies.

_____ Provide attendees with the opportunity to request alternate options.

_____ Have ingredients and nutrition facts available to inform decisions.

_____ If food and/or drink are provided, ensure tables are less than 34" high and items are within reach.

_____ Self-service items must be reachable from a seated position with accessible operating mechanisms.

_____ Include additional space for individuals using wheelchairs if using banquet style seating.

_____ Speak with Dining Services Manager Bryan Harriss for additional considerations if your event or meeting uses, or is located in, a dining services area.

SECTION SIX Emergency Planning:

_____ Exits are clearly identified and accessible.

_____ Fire and emergency alarms have both audible and visual signals.

_____ Identify areas of refuge for individuals who may require rescue assistance.



Always consider the principles of Universal Design:

- 1. Equitable Use:** The design is useful and marketable to people with diverse abilities (e.g., having web materials accessible by screen reader).
- 2. Flexibility in Use:** The design accommodates a wide range of individual preferences and abilities (e.g., offering training that is presented in an audio and visual format).
- 3. Simple and Intuitive Use:** Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level (e.g., guidebooks or instructions have words and pictures).
- 4. Perceptible Information:** The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities (e.g., video being shown includes captions).
- 5. Tolerance for Error:** The design minimizes hazards and the adverse consequences of accidental or unintended actions (e.g., if using computer software, allowing for an undo button).
- 6. Low Physical Effort:** The design can be used efficiently and comfortably and with a minimum of fatigue (e.g., using a space with auto door openers).
- 7. Size and Space for Approach and Use:** Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility. (e.g., using a space that allows students to stand or sit).

-Adapted from North Carolina State University, Center for Universal Design, College of Design, 1997

Adapted from: AASE & Smith, ACCESSIBILITY CHECKLIST, 1990; 09/2014 Cornell University, Student Disability Services, Check List for Planning Accessible Events, 2013; Clemson University Accessible Events Checklist; and City of Santa Rosa, CA, ADA Checklist for Special Events Always be thinking about the principles of Universal Design



CONSIDER THESE FACTORS WHEN INSPECTING A MEETING/ EVENT SPACE:

VISIBILITY: CONSIDER THOSE WITH Vision Impairments: Clear signage (identifying location and directions); well-lit meeting space and adjacent areas; projection screen visible from all seating (if using projection).

ACOUSTICS: CONSIDER THOSE WITH HEARING IMPAIRMENT: Public address (PA) system; roving microphone; limit unnecessary background music; seating available near presenter for lip reading; availability of assistive listening devices. Is there well-lit space for an interpreter if needed?

MOBILITY: CONSIDER THOSE WHO MAY USE A WHEELCHAIR, WALKER, SCOOTER OR HAVE OTHER MOBILITY IMPAIRMENTS: Accessible parking near venue; proximity to bus stop; ramp and/or elevator access; accessible bathrooms; barrier-free pathways; wide doorways and aisles to accommodate wheelchairs/scooters; no loose cables across walking areas.

TECHNOLOGY: CONSIDER THOSE WHO MAY NEED TO USE ADAPTIVE DEVICES: Electrical outlets in accessible seating areas to accommodate devices, laptops, etc.; extra space or work surface

- **Zoom** – Zoom provides accessibility options, please visit [Zoom's accessibility features page](#) for assistance in making this option more accessible.
- **Blackboard Collaborate Ultra** has built in accessibility features, please visit the [Online Learning Instructor Training & Resources website](#) for assistance in making this options more accessible

SERVICE ANIMALS: CONSIDER ACCESS AND SPACE FOR SERVICE DOGS: Comfortable space for service animals to rest during event; accessible toileting and watering facilities nearby.

PRE- EVENT

Ensure that presenters and speakers are aware of Winthrop's commitment to inclusion and ask them to prepare and deliver their presentations with accessibility in mind.

DESIGNATE

At larger events or events with scheduled accommodations, designate someone to be responsible for accommodations as well as help with seating, ensuring captioning and other technology is working, maintaining clear pathways, or other needs.

PRESENTATIONS

Provide presenters with a checklist requesting that they:

- submit materials in advance so that they can be forwarded to individuals who may not be able to view screens or flip charts
- verbally describe visual materials (e.g., slides, charts, etc.); have printed copies available (in larger font);
- avoid using small print on presentations that can't be seen from a distance;
- ensure speakers (including those asking questions) always use a microphone;
- activate captions on any video used in the presentation
- encourage hourly breaks; and

- organize breakout group activities to maximize distance between groups (e.g. each group going to a corner of the room or side rooms).
- Have someone onsite who helps to ensure follow-through on all of the above.

DISCUSSIONS, Q and A CONVERSATIONS, INTERACTIONS

Make sure to repeat questions posted by audience before responding, especially if there is not a roving microphone available (presenters or audience members may express confidence that they are loud enough and do not need a microphone. Regardless, please ask them to utilize one)

FOOD

Clearly indicate potential allergens and gluten-free, vegan, vegetarian, and other options.