

Accessible Meetings and Trainings

California Coalition Against Sexual Assault
Project Access Grantee Meeting
August 30, 2005



Training Overview

- # What is an accessible meeting?
 - # Legal responsibilities
 - # Role of meeting planner
 - # Selecting a venue
 - # Contracts
 - # General Planning Considerations
 - # Preparing for the event
 - # Educating the venue
 - # Registration process
 - # Resources
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What is an accessible meeting?

- # An accessible meeting allows for all persons, including persons with disabilities, equal access and reasonable accommodations to the meeting and the meeting materials.
 - # Access issues are paramount to create an event everyone can attend and have their needs met.
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Restaurants and Public Spaces

- # Braille menus
 - # Staff on hand to assist with buffets
 - # Barrier free entrance
 - # Any places that a person utilizing a wheelchair cannot get to?
 - # Staff training
 - # Public bathrooms
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Transportation/Parking

- # Ask about accessible parking spaces
 - Can you block off additional?
 - Valet parking and accessible vehicles
 - # Transfer room in venue driveway?
 - # Airports – is there a place for people to call shuttles? Are TTY's available? Inform the airport about your group prior to arrival.
 - # Accessible public transportation
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Budget

Budget should include auxiliary aids :

- ASL Interpreters
 - Materials in Large Print or Braille
 - Web site compliancy
 - TTY
 - Personal Assistants (PA's)
 - Accessible transportation for Speakers
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Conference Times

- # Avoid early morning start times
 - # Plan for longer breaks- 20 to 30 minutes
 - # Avoid long meetings
 - # Try to provide working lunches
 - # If providing snacks/break food avoid sugar items as only option
 - # Don't schedule a meeting on short notice
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Registration Materials

- # Ask specific information about accessibility needs
 - # Use 18-point font
 - # Use accessible colors – black and white is good
 - # Have registration packet available in alternate formats
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Registration Materials

- # Include information about accessible transportation and parking
 - # Leave your contact information so people can call and you can register them
 - # Circulate forms electronically
 - Make sure your Web site is 508 compliant.
www.section508.org (Rehab Act)
 - # Use international symbols for accessibility
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Sample Registration Questions

I will need the following accommodations in order to participate

- ASL Interpreter
 - Note taker
 - Closed captioning
 - Wheelchair access
 - Large print
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Sample Registration Questions

Continued:

- Braille
- Audio cassette
- Specific Diet

An assistant will be accompanying me

- Yes or No
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Meeting Room Setup

- # Plan for 30% more meeting space when 10% or more participants use mobility aids
 - # Aisles should be at least 36 inches
 - # Room in front for ASL Interpreters for both large sessions and breakouts
 - # Incorporate tables in setup when possible
 - # ADA ramps for staging
 - # Lighting controls available to room moderator
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Food and Beverage

- # Water available at all times
 - # Continental breakfast and coffee service
 - Nothing on risers
 - Everything close to edge of table / within reach
 - # Working lunches – no buffets
 - Pre-cut meals
 - Bendable straws
 - Diabetic and low-carbohydrate meals
 - # Stick to scheduled meal times
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Signage and Traffic

- # Signage placement accessible to all participants
 - # Use large font, use both upper and lower case
 - # Make sure colors contrast with background. Black and white is a good example.
 - # Staff available to direct traffic and offer tours
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Auxiliary Aids

- # Aids that may be requested:
 - Qualified Sign Language Interpreters
 - Materials in Braille if requested
 - Materials in 18-point font
 - Materials on CD-Rom or on cassette
 - Closed caption decoders
 - Voice recognition software
 - # Be prepared for all requests – research and have vendors available
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Working with ASL Interpreters

- # Provide them with the full conference agenda
 - # Provide all presenter materials (handouts)
 - # Spell out unusual names and topic related vocabulary
 - # Coordinate and conduct a pre-conference meeting to orient them
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Equipment to have on-site

- # Rent a spare wheelchair or ask facility
 - # Rent bicycle repair kit and air pump
 - # Offer scooter rental information to participants
 - # Prepare ahead for durable medical equipment rentals such as bath seats and hooyer lifts
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Audio Visual

- # Microphones for all presenters- wireless lapel mics preferred
 - # Request table top microphone stands for speakers who will be sitting to speak
 - # Floor microphone stands must have height adjustment
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