

# Moving Toward Full Accessibility: A Program Planning Checklist

This document was created to support students, faculty, and staff in the planning and implementation of programs and initiatives on and off campus. Please review the following recommendations and requirements. For any additional information or consultation please contact the Office of Accessibility Services at 404-727-9877 or the Office of Meeting Services at 404-727-1706. As a working document, we also appreciate your input and edits to this list. Send input and edits to [allison.butler@emory.edu](mailto:allison.butler@emory.edu) and [jgrinva@emory.edu](mailto:jgrinva@emory.edu).

## Event Dates and Times

|  |   |
|--|---|
|  | Did you check the calendar of religious holidays to avoid conflicts?  |
|  | Did you consider religious Sabbaths when selecting a day of the week and time of the event?   |
|  | Did you consider the best times for participants who have children (school day, day care, school holidays)?                               |
|  | Did you consider the best times for participants who work and their ability to participate (e.g. individuals with night or weekend jobs)? |

## Event Advertising

|  |  |
|--|--|
|  | Font size on a standard (8.5X11) flyer should be no smaller than 10 pt. There is no consensus on preferred type, but there are best practices outlined on <a href="#">Web Accessibility in Mind</a> . Arrange for all promotional materials to be available in alternative formats such as text format, large print, or electronic.  |
|  | <a href="#">ADA Access Statement</a> to be used on all items advertising/promoting (i.e. tickets, invitations, flyers, posters, electronic communications, etc.) your event: If you require a disability-related accommodation to participate in this event, please contact (Name, host department) at (phone number, email) to arrange services. Early requests are strongly encouraged to allow sufficient time to meet your access needs. |

## Event Transportation and Parking

|  |  |
|--|--|
|  | Is there accessible parking near the event location? If not, have you advised attendees where the nearest accessible parking is located?                   |
|  | If your event is off campus, are you providing transportation or have you communicated the options related to public transportation to the event location? |
|  | Do you provide free or reduced cost transportation options to participants?  |
|  | If you are providing transportation or are using public transportation, is the car/bus/train accessible to individuals with disabilities?                  |

## Path of Travel to Event Location

|  |  |
|--|--|
|  | Is there an accessible path of travel from parking to the event locations? How have you communicated this information to participants? |
|--|--|

## Entrances to Event Location

|  |   |
|--|---|
|  | Does the entrance have steps, a threshold or other physical barriers? If so, is there a ramp? How have you communicated this information to participants? |
|  | Are the doors wide enough to accommodate a wheelchair?  |
|  | Can the doors be opened by someone living with a disability? If not, is there an automatic door opener?   |

|  |  |
|--|--|
|  | If the main entrance is not wheelchair accessible is there an alternative accessible entrance? How have you communicated this information to participants? |
|  | Is there clear signage indicating where the accessible entrance is located?  |
|  | Does the accessible entrance provide a clear path of travel to the event location?   |

### Path of travel within the Event Location

|  |  |
|--|--|
|  | Is there an accessible path of travel from the accessible entrance to the event location in the building? If not, are there elevators or ramps to the location? Are these alternative travel pathways to the event clearly marked? |
|  | Are travel pathways free of obstacles or protruding objects?   |
|  | If you are in an outdoor location without paved paths, have you provided pathways (e.g. rubber sidewalks) that can be used over these unpaved surfaces?  |

### Seating and Other Furniture

|  |   |
|--|---|
|  | For any participant utilizing a personal care attendant, is there seating space for the attendant next to the participant?                        |
|  | For any participant utilizing a service animal, is there space for the service animal to sit near the participant?                                |
|  | If your event uses a box office, registration tables, or information booths, are these at an accessible height for an individual in a wheelchair? |
|  | If writing surfaces are needed, are they at a wheelchair accessible height?   |
|  | Is there seating in the space for people who are large? This includes seating without side arms.  |
|  | Is there seating in the space with side arms for people who need use them to stabilize movement while sitting and standing?                       |
|  | Are isles and paths of travel in the space a minimum of 36" wide?   |

### Restrooms in the Event Location

|  |  |
|--|--|
|  | Are there accessible restrooms in the event location? If there are not, have you made arrangements to bring in a portable accessible toilet?   |
|  | Are there all-gender/gender inclusive restrooms in the event location? If there are not, have you made arrangements with the manager of the facility to temporarily change the toilet signs to all-gender? |
|  | Are there gendered restrooms or single person restrooms to meet the needs of participants who require them based on religious needs?   |
|  | If the accessible, all-gender/gender inclusive, and gendered restrooms are not on the same floor as the event, is there clear signage indicating the accessible travel pathway to these restrooms?         |
|  | Are there elevators to allow travel between floors to reach the accessible and all-gender restrooms?   |

### Refreshments

|  |  |
|--|--|
|  | Are food service areas set no higher than 36" so they are accessible to individuals who use wheelchair for mobility or those with other types of mobility impairments? |
|  | Did you ask guest if they have food allergies or other dietary needs/restrictions prior to the event? Have you accommodated those needs?                               |
|  | If the food is served buffet style, can a wheelchair user or an individual who is blind or visually impaired negotiate the spaces between the tables?                  |

|  |   |
|--|---|
|  | Are the food and dishes at a level that can be reached by a person in a wheelchair?   |
|  | If all of the above are no, make arrangements with the caterers to assist those persons with these needs and requests. Always consider providing vegan, halal, kosher, gluten-free, and non-nut options.        |
|  | Are all the foods clearly marked with ingredient and/or do they indicate if they are vegan, Kosher, gluten free, dairy free and/or nut free?  |
|  | Are water fountains at the event location accessible to a person in a wheelchair?   |
|  | Did you check a calendar of world religions to assess whether your participants can eat during the time of your event or if they are fasting? In addition, does the holiday include specific food restrictions? |

### Emergency Evacuation

|  |  |
|--|--|
|  | Establish an emergency evacuation plan for all participants including individuals with disabilities. Never assume that all individuals with disabilities need special help in an evacuation. |
|  | Always consult CEPAR and Office of Accessibility Services to discuss strategies to implement.  |

### Presentations, Programs, and Bi-Directional Participation

Bi-directional participation refers to events that may include small group work, Q&A with speakers, large recruitment and interviewing activities, and retreats. These events fail to support bi-directional participation if they do not consider how participants navigate space, visuals, activities, noise

|  |  |
|--|--|
|  | Did you request noise amplifying technologies such as a microphone? At the event, do not ask, "can everyone hear me," rather use the noise amplifying technology.  |
|  | If participants will be engaged in the discussion, make microphones available to them to use. If this is not possible, remind presenters to repeat the question into their microphone.   |
|  | If you are using PowerPoint, or other projected presentation, are you using large fonts and limited colors?  |
|  | If you are using a video, is it closed captioned?  |
|  | What is the noise level outside the presentation space? If you are able, minimize other noise by closing doors.  |
|  | Does the location have space for an interpreter in front of the room? If you are using a projected presentation, does the room allow you to dim the light to increase visibility of the presentation while also allow the interpreter to be seen?  |
|  | If you are hosting an event where you expect interactions and full participation (e.g. recruitment events, networking, events with icebreakers and interactive activities), <ul style="list-style-type: none"> <li>• Do participants need to stand up? Do you have other options?</li> <li>• Do participants need to move around? Is there enough space for all participants to move around freely?</li> <li>• Are participants asked to divide into groups based on one or more of their social identities? If yes, have you considered a broad range of identities (e.g. gender is not a binary)</li> <li>• Is there additional space that does not have a lot of noise and/or distractions, especially for interviewing and networking events?</li> </ul> |
|  | If you are including group introductions, have you included names and pronouns? If you are using pre-printed nametags, have you asked for and included the participant's pronouns.   |

|  |  |
|--|--|
|  | If you are engaging participants in activities in which they must use their bodies to signal participation, ask them to “signal me in any way that you are able” rather than asking for participants to stand up or raise their hands. |
|--|--|

**Applications and Recruitment for Opportunities, Positions, and Programs**

|  |  |
|--|--|
|  | If you are using an online application, use the following free online tool ( <a href="http://wave.webaim.org/">http://wave.webaim.org/</a> ) to check if the URL is accessible. If the application is not accessible, make sure to advertise alternative formats to submit (e.g. paper, face to face, verbal)?   |
|  | If you are using a paper application, is it available in larger print?   |
|  | If your application asks for demographic information, are you using the Emory Advisory Committee on Community and Diversity’s <a href="#">recommended language</a> ?   |
|  | If the application or recruitment materials includes specific activities, did you include a description of these activities and an opportunity for applicants to inform you of any accommodations they may need (e.g. volunteering, ropes courses)?  |
|  | If you are collecting recommendations/nominations, did you follow the recommendations above to ensure the recommender/nominator has full access to submit (e.g. paper, face to face, verbal)?  |
|  | <p>If you provide accommodations, please include the following language: “We are providing accommodations in which you will share a room with other students. Do you have a preference regarding the gender of your roommate(s)? If Yes, please check the gender of your preferred roommates:</p> <p>Man<br/> Transgender<br/> Woman<br/> Other (please describe) _____</p> <p>Please select your gender (select all that apply)<br/> What is your gender?<br/> Man<br/> Transgender<br/> Woman<br/> Other (please describe) _____</p> |

**If an attendee indicates that they are deaf or hard of hearing and would like an ASL interpreter** call the Office of Accessibility Services at 404-727-9877. Please be mindful that the more notice given the easier it will be to secure interpreters. For events over 20 min two interpreters will be sent. The Office of Accessibility Services will need your department number and smartkey to charge the cost of the interpreters. If you cannot share your smartkey, please identify a point of contact to submit the invoice. Most arrangements will cost between \$65-75 per hour. Parking fees are separate and will need to be included in the overall budget depending on the time and location of the event. Most after hour events do not require parking coverage.

**If an attendee indicates that they are deaf or hard of hearing and would like Real Time Captioning** call the Office of Accessibility Services 404-727-9877. Please be mindful that the more notice given the easier it will be to secure interpreters. Depending upon the location of the event captioning will either be on site or remote. The Office of Accessibility Services will need your department number and smartkey to charge the cost of interpreters.

**Service animals** should be allowed into all event functions. Please do not pet or interact with the service animal as they are working and should not be distracted. If you need to lead an attendee to a location please walk to the side and in front of the service animal. The service animal needs to see you and the terrain at the same time. If you have a concern related to the service animal, you may ask the following two questions: 1-Is this a service Animal? 2-Is the service animal trained to do a specific task? If an individual responds positively to both questions, you cannot ask additional questions. Emotional Support/Comfort Animals are not allowed at campus events where non-service animals are not permitted.

### **Educational Resources Related to Access**

Beemyn, B. G. (2005). Making campuses more inclusive of transgender students. *Journal of Gay & Lesbian Issues in Education*, 3(1), 77-87.

Beemyn, B. G., Domingue, A., Pettitt, J., & Smith, T. (2005). Suggested steps to make campuses more trans-inclusive. *Journal of Gay & Lesbian Issues in Education*, 3(1), 89-94.

Leach, D., and Duffy, M. L. (2009). Supporting students with spectrum disorders in inclusive settings. *Intervention in School and Clinic*, 45(1), 31-37.

Sombrio, G., Primo, L., Ulbricht, V., and Villarouco, V. (2016). Blind students learning experiences – challenges and opportunities in design for inclusion. *Advances in Intelligent Systems and Computing*, 444, 1097-1106.

Web Accessibility in Mind (WebAim) Articles - <http://webaim.org/articles/>

- Font Size - <http://webaim.org/techniques/fonts/>
- Color Contrast Checker - <http://webaim.org/resources/contrastchecker/>
- Web Accessibility Tool - <http://wave.webaim.org/>

Accessible Information Exchange: Meeting on a Level Playing Field  
U.S. Department of Justice, Civil Rights Division, Disability Rights Section  
<https://www.ada.gov/business/accessiblemtg.htm>

Planning Accessible Meetings Tool Kit  
American Bar Association's Commission on Disability Rights  
[http://www.americanbar.org/content/dam/aba/administrative/mental\\_physical\\_disability/AccessibleMeetings\\_Toolkit.authcheckdam.pdf](http://www.americanbar.org/content/dam/aba/administrative/mental_physical_disability/AccessibleMeetings_Toolkit.authcheckdam.pdf)

Making Accessibility Real: A Guide for Planning Meetings, Conferences and Gatherings  
The Home and Community-Based Services Resource Network  
<http://www.aucd.org/docs/HCBSAccessibleMeetings.pdf>

### **Contact Information for Questions and Concerns**

Office of Accessibility Services  
<http://www.accessibility.emory.edu>

Office of Spiritual and Religious Life  
<http://www.religiouslife.emory.edu/>

Office of Meeting Services  
[http://duc.emory.edu/meeting\\_services/](http://duc.emory.edu/meeting_services/)

Office of Lesbian/Gay/Bisexual/Transgender Life  
<http://www.lgbt.emory.edu/>