



# Accessible Event Planning



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Today's discussion is based on the

1. [UAF Event Toolkit for Accessibility](#)
2. [The ADA Hospitality website](#)
3. [AKEN Accessibility Statement](#)





Ensure people get the information they need

Provide equal access to info - remove systemic barriers

Become aware of barriers we have created

Focus on impact, rather than intent



Create Trust



## IANRE Accommodation Statement (also available on the website)

**For all public events and programs:**

*Accommodation requests related to a disability should be made five business days in advance to (office or agent) at (phone number or email).*



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## **Check List for Planning Accessible Events**

### **General Planning**

- ☐ Is information about the event accessible to a broad range of participants (including website information)?
- ☐ Can participants request accommodations through a registration form or other mechanism?
- ☐ Have funds been allocated in the budget to cover the cost of accommodations?
- ☐ Have presenters been asked if they need accommodation for equal access?
- ☐ Have presenters been informed of ways to make presentations accessible to audience?
- ☐ Are food options available for participants with dietary restrictions/allergies
- ☐ Is the staff knowledgeable about communicating with people who have various disabilities?

*See UAF Event Toolkit p. 2*

## Promotional/Registration Materials

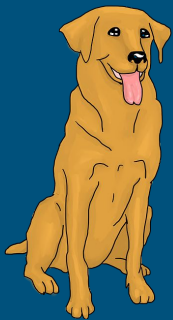
- ☐ Include a statement that meeting/event is accessible
- ☐ Include a request for accommodations statement
- ☐ Designate a contact person to handle accommodation requests
- ☐ Ensure that your website is accessible
- ☐ Include an accessibility link for meeting/event on your website in a prominent place
- ☐ Identify any barrier that cannot be eliminated
- ☐ Offer materials in alternative formats
- ☐ Provide alternative registration options (online, telephone, text phone, email)

See UAF Event Toolkit p. 4



# Examples from Exterior Checklist

- ☐ Slip-resistant, level surfaces
- ☐ Barrier-free/step-free paths of travel
- ☐ Curb ramps/cuts so that persons who use mobility devices are not traveling in the street
- ☐ Crosswalks with visual and audible signals
- ☐ Ramps for inaccessible areas, equipped with handrails on both sides if the rise is greater than 6 inches, and level landings
- ☐ Stairs with continuous handles on both sides; no open risers (space between steps)
- ☐ Tactile ground surface indicators that signal stairs and ramps for people who are blind or have visual impairments



And toileting space and  
water for service animals!



*See UAF Event Toolkit pp. 2-3*

## Public Restrooms

- ☐ Clearly marked (Braille and Tactile signage) accessible restrooms located on an accessible route
- ☐ Is there signage at inaccessible restrooms directing people to accessible restrooms?
- ☐ Are restrooms located along an accessible route of travel?
- ☐ Does the door to restroom provide a minimum of 32 inches of clear opening width?
- ☐ Does the restroom door have levered handles?
- ☐ Is there an accessible toilet stall (5' X 5' clear floor space)? Is toilet seat 17 to 19 inches above floor? Are there grab bars at the side and back of the toilet mounted at 33" to 36" above the floor?
- ☐ Is the door to the accessible stall at least 32" wide and swing outward?
- ☐ Does the sink provide knee clearance of 29 inches? Are soap, paper towel dispenser and amenities located at or below 48 inches?

Problems? Talk to: Landlord; Facilities Services; Disability Services/Equity & Compliance

See UAF Event Toolkit pp. 3-4



## **Presentations**

- ☐ Announce when the meeting begins and ends
- ☐ At the start of the meeting, introduce the interpreter(s) and other service providers
- ☐ At the start of the meeting, orally describe the room layout and location of emergency exits, food/beverages, and restrooms
- ☐ Inform attendees in the presentation description and at the start of any writing or reading activities during the meeting so people with visual, cognitive, or motor impairments can fully and equally participate
- ☐ Avoid the use of strobe lights and unusually loud sounds
- ☐ Keep the presentation clear, simple, concise, and organized
- ☐ Provide an overview of the presentation at the start and a summary of the key points at the end
- ☐ Avoid using gestures and visual points of references
- ☐ Use simple language; avoid acronyms, jargon, and idioms
- ☐ Always face the audience; never turn away
- ☐ Keep hands and other objects away from your mouth when speaking

## Effective, Respectful Communication

Communication with individuals with disabilities should be no different than the same respectful, clear communication deserved by everyone. This is especially important to remember, given that the majority of disabilities are “hidden” or “invisible” i.e. not obvious. Here are some general guidelines:

### Every Person

- Treat the person with the same respect that you extend to every person
- Focus on the person, not their disability
- Ask each person what will make them more comfortable
- Always ask the person if they need assistance and how you can assist; do not assume they need help
- Do not make decision for the person
- Address the individual directly rather than sign language interpreter, friend or family member, reader or other access provider, who may be with them

### Persons Who Use Wheelchairs/Scooters

- When speaking for more than a few minutes, bend to eye level or pull up a chair
- Never lean on, push, or touch the individual’s mobility device

# Temporary Disabilities



1. Accidents
2. Illnesses
3. Surgeries
4. Pregnancy



# Breaks

Honor breaks without asking the audience to vote on them

Participants may need to:

rest, stretch, empty a bag, breastfeed, check blood sugar,  
take medications, etc.

10-15 minutes is needed for these things (at least!)

Access happens in break times, as do relationships –

breaks and relationship-building  
are also “productive.”

*Adapted from  
AKEN guide*

# Fragrances

Consider asking folks to reduce or eliminate fragrance use in the days/week of the event

Common irritants: perfumes and colognes, scented lotions, essential oils, air fresheners, scented laundry soap and dryer sheets

Ask participants not to spray these items in common areas



*Adapted from  
AKEN guide*

# Imagery

- Be careful of
1. Stereotyping
  2. Stigmatizing
  3. Tokenizing
  4. Outdated



*See Getty Images:  
The Disability Collection*





# Discussion Questions

1. What success have you had in providing accommodations?
2. What support do you need so you can better remove barriers for others?



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