

**Division of Student Affairs
Diversity Council
Accessibility Guide for Meetings and Programs**

Everyone in the Division of Student Affairs has a responsibility to ensure their programs, events, or meetings are accessible for attendees with disabilities. While there is a threshold for what is legally required, there are additional things you can do to make the program or meeting experience inclusive for all attendees. The Division of Student Affairs' Diversity Council recognizes event organizers may not always know if an attendee has an accessibility need. In response, we have developed this guide to assist in your planning.

In order to be as inclusive as possible, we recommend the following:

PREPARING FOR YOUR EVENT/MEETING:

- Include the following statement in marketing materials, invitations, etc., to let attendees know who to contact, should they need an accommodation. This should be the event coordinator. An option for verbiage can include:
 “The Division of Student Affairs makes every attempt to ensure that all events and meetings are accessible. If you require reasonable accommodations, please contact the meeting or program coordinator at [enter e-mail].”
- Print marketing materials in a sans serif font that is no smaller than 14-pt font.

THE EVENT/MEETING:

- Schedule events in an accessible location, with directional signage to all events or meeting locations. Accessibility may include availability of elevators as well as accessible entrances, parking, restrooms, and seating.
- Confirm that requested accommodations are provided (e.g., sign language interpreters, CART providers, ramp for stage (if applicable), etc.).
- Make it a practice to only show videos that are in open or closed caption, regardless of if a request is submitted.
- If a stage or platform is used, be sure it is accessible and on an accessible route.
- If a microphone is provided for participation, be certain it is height-adjustable, and assistance is provided if needed.
- Ensure there is adequate lighting for persons with low vision or if a sign language interpreter is used.

- Allow for breaks, ideally every hour.
- If the event or meeting has an elevated level of ambient noise due to the number of attendees, provide a microphone for speakers to use. A microphone may need to be passed around room or you may need to make additional microphones available for the audience.
- If the event or meeting is taking place virtually, always enable captioning from the start, regardless of if a request is made.
 - When sharing your screen in a virtual environment, zoom to a 130-150 range when utilizing text.

MATERIALS:

- Submit materials to attendees in advance.
- Verbally describe visual materials and images in PowerPoint.
 - For example, “The picture to the left is of a white woman with light brown hair wearing glasses and a black suit with a green shirt.”
- If unable to provide materials in advance, have printed copies of materials available including with some in larger format.

FOOD AND BEVERAGE:

- Clearly indicate allergens and gluten-free, vegan, vegetarian, or other options.
- Ensure tables are less than 34” high and items are within reach.
- Make self-service items reachable from a seated position with accessible operating mechanisms.
- Include additional space for individuals using wheelchairs. At least one chair should be removed from banquet tables or a row of theater seating, but event coordinators should scale up depending on the number of attendees.