GUIDELINES for Accessible Meetings and Events

Attitudinal Access

☐ Always ask what accommodations are desired —
  Individuals who use wheelchairs may be more or less mobile than you suspect, not all individuals who are blind read Braille, and not all individuals who are deaf use ASL.
☐ When interacting with or asking questions of an individual with a disability, speak directly to that individual.
☐ It is okay to use words such as walk, hear, and see.

Physical Access

☐ Choose a facility with power door access if possible.
☐ Clearly indicate accessibility features with appropriate signage.
☐ Ensure paths of travel to event rooms and restrooms are accessible.
☐ Ensure travel to seating/event sites is accessible.
☐ Provide tables of varying height or are adjustable.
☐ Designate individuals to assist in carrying materials, meals or other items.
☐ Provide integrated seating for individuals using mobility devices.
☐ Provide access to stages and other raised areas.
☐ Paths of travel should be free of cords and cables. If not possible, cords and cables should be secured to the floor using duct tape or cable runs.
☐ Straws should be made available when liquid refreshments are provided.
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Informational Access
☐ Provide materials in electronic form to all participants prior to the meeting/event.
☐ Provide Braille and large-print materials upon request.
☐ Provide sign language interpreting upon request.
☐ Provide captioning upon request.
☐ All videos need to be captioned.
☐ Read all projected presentations and the information viewed to the audience.
☐ Read the contents of bullet points, rather than referring to an item solely by number or by pointing.
☐ Use specific language such as “the group to my left”, rather than “everyone on this half of the room.”
☐ Provide assistance when activities require real-time access to print information and/or materials.
☐ Identify yourself by name when greeting a participant with a visual impairment — “Hello Phil, it’s Bob.”

Programmatic Access
☐ Develop your program using the concepts of Universal Design, which is the design of products and environments so they are usable by all people to the greatest extent possible, without the need for adaptation or specialized design.

When Hosting an Event
☐ Use these words to identify accommodation needs:
  “To request a disability-related accommodation, please contact [hosting office and contact information] at least two weeks prior to the event.”

DS Accessibility Contact Information
Interpreting or captioning services:
ICURequests@oma.umn.edu
ICU Scheduler: 612-625-5021 or 612-626-8987
Other accommodation requests or questions:
Disability Services: 612-626-1333

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