

PLANNING AN ACCESSIBLE EVENT



INTRODUCTION

Making your event accessible to all participants supports UC San Diego's mission of equity, diversity, and inclusion. For individuals with disabilities, accessibility means an event that is free from physical, electronic, and attitudinal barriers. Events may include a guest speaker series, film screenings, or theatrical and musical performances, to name a few.

The purpose of this guide is to provide you with basic information as you plan your event, using Universal Design principles for learning and instruction. In addition, DisAbility Counseling and Consulting (DCC) staff are available for consultation so do not hesitate to contact them at 858-534-6743 or hrdcc@ucsd.edu. Additional information regarding DCC is also available on blink: <http://blink.ucsd.edu/sponsor/hr/divisions-units/disability-counseling-and-consulting.html>.

BEFORE THE EVENT

REGISTRATION

- How can participants request accommodations through a registration form or other mechanism?
- Have presenters been asked if they need accommodations for equal access?
- Have presenters been informed of ways to make presentations accessible to the audience?

ACCOMMODATION EXPENSES

- The hosting group and/or department is responsible for any accommodation expenses.
- Have funds been allocated in the budget to cover the cost of accommodations? If not, should the registration fee be increased to cover the expense of reasonable accommodations?
- Accommodation expense funding may be requested from your VC area.

REGISTRATION

- Include information about accommodations, American Sign Language (ASL) & Communication Access Realtime Translation (CART)

THE FOLLOWING INFORMATION SHOULD BE DISPLAYED CLEARLY:

For general information or to request an accommodation, contact Insert Name by Date, via: (XXX) XXX-XXXX or email: name@ucsd.edu.

This event is wheelchair accessible.

Service animals specifically trained to assist a person with a disability are welcome. No other animals, including pets, therapy animals, or emotional support animals, are allowed.

- Flyers, if distributed electronically, should be screen-reader compatible, with an accompanying text-only version. (See Appendix A)

PHYSICAL ACCESS

PARKING

- Is accessible parking available and is directional signage in place?
- Is there an accessible route from parking/drop-off to the entrance? (Recommended distance not to exceed 200 feet).

RESTROOMS

- Are accessible restrooms available and well marked with directional signage?

PATHWAY DOORS/ENTRANCE

- Is at least one of the primary entrances accessible? If not, is the route to the accessible entrance well marked?
- If there are stairs to the venue or stage, there must also be a ramp or lift.
- Is there an automatic door?
- Is there an evacuation plan for persons with disabilities?
- Are all accessible routes free of protruding objects?

MEETING ROOMS

- If the meeting/event venue is on an upper floor, is there an elevator or lift?
- Is the stage accessible with a ramp or wheelchair lift?

INTERPRETING & CAPTIONING

- Have you arranged for an interpreter or real time captionist to be present at your event?
- Please see Appendix B or Appendix C for a list of service providers.

TRANSPORTATION

- Triton Mobility and Triton Rides offer accessible transport on campus.
- For information regarding accessible transport please visit:
<https://transportation.ucsd.edu/mobility/ada.html>

PRESENTATION ACCESS

DURING THE PRESENTATION

- Time your presentation carefully to avoid rushing.
- Face the audience and speak slowly and clearly.
- Use the microphone and repeat all questions before answering.
- During event screenings and for any online purposes, use captioned films and videos.
- Preview any videos before the presentation to assure accuracy of captioning.
- Describe images or photographs verbally.

PRESENTATION MATERIALS

- Have you considered making a small supply of enlarged print copies of publications, event program, handouts, etc. for those who may request it?
- Have you arranged for handouts, surveys, programs, etc. to be put in alternative formats? (Accessible PDF/Word)
- If materials/forms are to be filled out at the event, are there readers and/or scribes available?
- If presenters will be sharing PowerPoint slides or videos with the audience electronically, confirm that the information provided is in a fully accessible format.

ADDITIONAL CONSIDERATIONS

- Use and share this guide with others!
- Please contact DisAbility Counseling & Consulting (DCC) at hrdcc@ucsd.edu if you have suggestions to improve this guide.
- Don't be afraid to ask questions if you are unfamiliar with the information provided in this guide.

RESOURCES

DISABILITY COUNSELING AND CONSULTING (DCC)

Website:

<http://blink.ucsd.edu/sponsor/hr/divisions-units/disability-counseling-and-consulting.html>

Telephone: 858.534.6744

Email: hrdcc@ucsd.edu

OFFICE FOR STUDENTS WITH DISABILITIES (OSD)

Website: <http://disabilities.ucsd.edu>

Telephone: 858.534.4382

Email: osd@ucsd.edu

Requests for deaf/hard of hearing services: deaf-hohrequest@ucsd.edu

TRITON MOBILITY SERVICES

Website: <http://transportation.ucsd.edu/mobility/ada.html>

Telephone: 858.822.2603

Email: ada-transport@ucsd.edu

Monday thru Friday

TRITON RIDES

Website: <http://police.ucsd.edu/services/triton-rides.html>

Telephone: (858) 534-9255 or Extension 4-WALK

Email: ucsdsaferide@ucsd.edu

After hours, holidays and weekends

ACADEMIC COMPUTING & MEDIA SERVICES

Website: <http://acms.ucsd.edu/>

Telephone: 858.534.8265

Email: acmshelp@ucsd.edu

APPENDIX A

**FOR ASSISTANCE WITH UNIVERSAL DESIGN OR TO MAXIMIZE ACCESSIBILITY
OF DOCUMENTS, CONSIDER THE FOLLOWING RESOURCES**

US Department of Health & Human Services

<https://www.hhs.gov/web/section-508/making-files-accessible/create-accessible-pdfs/step-2/index.html>

Michigan State University

<https://webaccess.msu.edu/Tutorials/word-windows.html>

PDF Accessible

<http://www.pdf-accessibility.com/>

Adobe

<https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html>

APPENDIX B

AMERICAN SIGH LANGUAGE (ASL) SERVICE PROVIDERS LISTED AS SUPPLIERS IN MARKETPLACE

****This is not an exhaustive list of suppliers/vendors****

CLIP Interpreting Services

Website: <http://clipinterpreting.com/>

Telephone: 619.535.1518

Request Form: <http://clipinterpreting.com/request/>

Deaf Community Services

Website: <http://deafcommunityservices.org/>

Telephone: 619.398.2488

Request Form: <http://www.deafcommunityservices.org/interpreter-request-forms/>

Network Interpreting Services

Website: <https://networkinterpretingservice.com/>

Telephone: 800.284.1043

Request Form: <https://networkinterpretingservice.com/getnis/>

Purple Communications

Website: <https://signlanguage.com>

Telephone: 866.669.7707

Request Form: <https://www.purple.us/onsite?mID=109>

APPENDIX C

CAPTIONING SERVICE PROVIDERS LISTED AS SUPPLIERS IN MARKETPLACE

****This is not an exhaustive list of suppliers/vendors****

eCaptions Global Captioning Solutions

Website: <http://ecaptions.com/eCaptions/>

Telephone: 858.794.6811

Request Form: <https://ecaptions.com/captioning-request/>

Email: info@ecaptions.com

Quick Caption, Inc.,

Website: <http://www.quickcaption.com/>

Telephone: 951.536.0850

Request Form: <http://www.quickcaption.com/get-started/request-quote/>

Total Recall Captioning

Website: <http://www.yourcaptioner.com/>

Telephone: 818.991.2413

Request Form: info@yourcaptioner.com