

How to Plan an Accessible Event



How to Plan an Accessible Event • May 30, 2019 • Seattle City Hall

Welcome

Emcees

Tom Minty, John L. Scott Real Estate
Barry Long, Marketplace Sotheby's
International Realty



Accommodations in Use Today

- PA system (basic accommodation for hearing access)
- Audible captions (verbal description of slide images)
- Live captioning (sometimes called CART captioning)
- Assisted Listening System (hearing loop, receivers with headphones or ear buds)
- Live captioning (sometimes called CART captioning)
- American Sign Language (ASL) interpretation
- Pro-tactile interpretation
- Wide aisles



Community Guide to Accessible Events & Meetings

Meeting the Needs of People with disabilities

Community Guide to Accessible Events & Meetings

Recommendations from Age Friendly Seattle, an initiative to make Seattle a great place to grow up AND grow old.



rev. August 2018

Event Logistics Worksheet

Name of event: _____
Date: _____
Time: _____

Sponsors
Lead sponsor: _____
Co-sponsors: _____

Location
Venue Name: _____
Address: _____
Time booked for event: from ____ AM/PM to ____ AM/PM
Venue contact: _____
Rental Fees—amount: _____ due by: _____ paid by: _____

Is this location ADA accessible? Yes No
If no, what steps will be taken to make the location accessible? _____

Accommodations

Who is responsible for accommodations?
Do all sponsors and planners know? Yes No

- American Sign Language (provider: _____)
- Assisted listening devices (detail: _____)
- CART captioning—live remote provider: _____
- Materials in alternative formats (produced by: _____)
- Reserved seating (signs produced by: _____)
- Other—specify: _____

IT Needs

- projector Sound system
- screen No. of mics: _____ Handheld: _____ Lavalier/lapel: _____
- Timer Mic stands: _____ Amplifiers: _____ Speakers: _____
- Video Skype/sound system connection—cord/jack: _____ mic: _____

Staffing Roles & Responsibilities

- Emcee: _____
- Staff sign-in table: _____
- Assist guests with interpreters: _____
- Assist guests with assisted listening devices: _____
- Time keeper: _____

Event Logistics Checklist

Site Accessibility Checklist

Use this checklist to evaluate basic accessibility in an unfamiliar venue. Take a photocopy with you on your site visit.

Venue: _____

Event: _____

Name of Room: _____

Address: _____

Contact: _____

Phone: _____

Have you taken photos for future reference? Exterior Yes No Interior Yes No

Venue/Facility Access

Have you considered?	Yes	No
Are parking spaces near main facility/venue entrance?	<input type="checkbox"/>	<input type="checkbox"/>
Is there one accessible/disabled parking space for every 25 parking spaces?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a "drop-off" zone at facility/venue entrance?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a step-free route from the parking lot to the building entrance?	<input type="checkbox"/>	<input type="checkbox"/>
Is the venue/facility entrance doorway at least 32" wide?	<input type="checkbox"/>	<input type="checkbox"/>
Is the slope from parking to building entrance 1:12 or less?	<input type="checkbox"/>	<input type="checkbox"/>
If the wheelchair accessible entrance is not the primary entrance, is there a sign on the primary entrance directing persons to the accessible entrance?	<input type="checkbox"/>	<input type="checkbox"/>
Do doors have lever handles or pressure plates?	<input type="checkbox"/>	<input type="checkbox"/>
Is the door easy to open? Or should staff be assigned to open and close doors?	<input type="checkbox"/>	<input type="checkbox"/>
Are other than revolving doors available?	<input type="checkbox"/>	<input type="checkbox"/>
Is path of travel free of obstruction and wide enough for a wheelchair (36"+)?	<input type="checkbox"/>	<input type="checkbox"/>
Is floor surface hard and not slippery?	<input type="checkbox"/>	<input type="checkbox"/>
If the floor is carpeted, is it firm (not heavily cushioned)?	<input type="checkbox"/>	<input type="checkbox"/>
Do obstacles (e.g., phones, fountains) protrude no more than four inches?	<input type="checkbox"/>	<input type="checkbox"/>
Are elevator controls low enough to be reached from a wheelchair?	<input type="checkbox"/>	<input type="checkbox"/>
Are elevator markings in Braille for the blind?	<input type="checkbox"/>	<input type="checkbox"/>
Does elevator provide audible signals for the blind?	<input type="checkbox"/>	<input type="checkbox"/>
Does elevator interior provide a turning area 51" deep for wheelchairs?	<input type="checkbox"/>	<input type="checkbox"/>
Are restrooms near facility/venue entrance?	<input type="checkbox"/>	<input type="checkbox"/>
Are restrooms identified in Braille?	<input type="checkbox"/>	<input type="checkbox"/>
Do conference room doors have Braille signs?	<input type="checkbox"/>	<input type="checkbox"/>
Do doors have lever handles?	<input type="checkbox"/>	<input type="checkbox"/>
Are doors at least 32" wide?	<input type="checkbox"/>	<input type="checkbox"/>

Site Accessibility Checklist

Tips for Presenters

Scan or photocopy these two pages to send to each presenter in advance. Provide a copy to each presenter at the event.

Our organization is committed to developing an accessible and inclusive community that welcomes individuals with disabilities. Effective communications at events and meetings helps to ensure that all residents can participate in a meaningful way. Following are speaking tips for your consideration.

Speaking Voice

- Slow your rate of speech, for three reasons:
 1. Interpreters and caption writers can capture all your words.
 2. Lip-readers have time to absorb all the information, especially if they need to turn their heads to see a screen, too.
 3. People absorb information at different rates.
- Rather than shouting for emphasis, use variations in pitch, tone, and expression.

Microphone Use

- Always use a microphone if one is available. Don't ask, "Can you hear me without the microphone?" Many people who can't hear well won't speak up to tell you so. Instead, build your skill and confidence in using any style of microphone.
- Whenever possible, do a sound check in advance of your presentation. Make sure you know how the mic operates. Ask someone to listen from the farthest distances in the room.
- There are three types of microphones. They pick up sound in different ways.
 1. **Non-directional mic:** The ideal handheld or fixed microphone picks up sound from any direction. The Adult Loss of Hearing Association (ALDHA) suggests a "2x2 rule"—hold the mic 2" below your mouth and 2" away from your chin. This allows people to see your mouth when you speak. It also reduces the chance of feedback or popping sounds.
 2. **Directional mic:** If you are using a handheld microphone and cannot be heard following the previous instructions, you may be holding a directional mic. In that case, hold the mic close to your mouth, just under your nose, and parallel to the floor. People who depend on lip-reading may need to sit to one side (not directly in front of you) to see your mouth.
 3. **Lavalier (or lapel) mic:** Generally, sound is amplified well using this type of microphone. The microphone should be clipped to the outside of the presenter's clothing, in the closest reasonable proximity to their mouth (e.g., lapel, tie, collar).
- If you turn your head to view slides, respond to questions, or walk, maintain your microphone in the same place.
- Don't point the mic toward the audience or toward sound speakers or amplifiers.
- Require that audience members speak into a microphone when asking questions. Remind them as often as necessary to wait for the mic.

Movement

- Avoid gesturing to illustrate a point such as visual points of reference (e.g., "If you'll notice over here — or "If you compare this figure with that one...")
- Avoid unnecessary pacing (movement across your "stage" area).

Tips for Presenters

www.seattle.gov/agefriendly



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ADA Title II & III

What event planners need to know about
the Americans with Disabilities Act

Ariele Belo

Hearing, Speech and Deaf Center



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ADA Resources

Department of Justice

www.ada.gov

Phone: 800-514-0301

Northwest ADA Center

nwadacenter.org

Phone: 800-949-4232

VP: 425-233-8913



Welcoming and Inclusive Events

Panelists

Marci Carpenter, Moderator

Tania Finlayson

Alex Hubbard

Sandy Johnson

Jamal Mazrui

Eric Scheir

Cynthia Stewart

Bruce Visser



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Q&A

Marci Carpenter,
Moderator



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Premiere Screening

Serving People with Disabilities— A Customer Perspective

Holly Delcambre

Citywide ADA Title II Compliance Program
Finance and Administrative Services, City of Seattle



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Contact

NW Universal Design Council

www.environmentsforall.org

info@environmentsforall.org

Age Friendly Seattle

www.seattle.gov/agefriendly

agefriendly@seattle.gov

City of Seattle ADA Title II Compliance

www.seattle.gov/americans-with-disabilities-act

ADAAcoordinator@seattle.gov

