

## ACCESSIBILITY CHECKLIST FOR UNIVERSITY EVENTS

Yale University is committed to providing universal access to all our events to ensure equity, inclusion, and belonging for our community and guests. For individuals with disabilities to participate in our events, equity, inclusion, and belonging mean designing events free of barriers so they can participate fully. The purpose of this checklist is to provide information for event planners across the Yale campus about the elements of disability access that will foster full participation.

The key to making events accessible and inclusive is communication. Include a disability accommodation statement in all publicity and pre-registration materials that invites participants with disabilities to request accommodation. Doing so provides a wonderful opportunity to establish a relationship with attendees and make them feel welcome and included. Asking questions beforehand about accommodations allows planners to identify attendees' needs, find local service providers, make arrangements in advance, budget for accommodations, and minimize any last-minute requests. Of course, always be prepared for accommodation requests made a few days before, or the day of, the meeting or event.

### Sample accessibility statement:

This is an inclusive and welcoming event. If you have questions about accessibility or would like to request an accommodation, please include your requirements with your registration form or contact [name] at [phone numbers]; [fax]; or [e-mail]. Requests should be made by [specific date] to allow for coordination of services. *Suggestion: A date two weeks in advance of the event is recommended to provide time to coordinate the accessibility services.*

Another approach is to include a checklist in your meeting RSVP. For example:

I will need the following accommodations in order to participate:

- Assistive listening device
- Captioning
- CART services
- American Sign Language Interpreter
- Reserved front row seat
- Large print
- Advance copy of slides to be projected
- Wheelchair access to buildings/rooms
- Wheelchair access to working tables throughout room
- Scent-free room
- Lactation room
- Gender neutral bathroom
- Diet Restrictions
  - Kosher

- Vegetarian
- Vegan
- Foods made without gluten
- Foods made without nuts
- Halal
- Other: \_\_\_\_\_

Other: \_\_\_\_\_

Make sure you follow up on all requests received. If you are unsure of how to coordinate a specific request or require assistance, please contact Student Accessibility Services for student requests at [sas@yale.edu](mailto:sas@yale.edu) or the Office of Institutional Equity and Accessibility for staff, faculty and visitor requests at [equity@yale.edu](mailto:equity@yale.edu).

### Promotional and Pre-registration Materials

Promotional and registration materials are fundamental for communicating about the accessibility of your in-person or virtual meeting or event. Offer all materials in alternative formats that are accessible to persons with disabilities, such as Braille, large print, and electronic files. Printed and digital text should be in sans serif fonts, such as Helvetica, Verdana, or Arial. Include a statement in your registration materials that lets attendees know that alternative formats are available upon request.

#### Sample statement:

Materials are available in alternative formats upon request. Please contact [name, email address, telephone number by [deadline date].

Make sure you follow up on all requests received. If you are unsure of how to coordinate a specific request or require assistance, please contact Student Accessibility Services for student requests at [sas@yale.edu](mailto:sas@yale.edu) or the Office of Institutional Equity and Accessibility for staff, faculty and visitor requests at [equity@yale.edu](mailto:equity@yale.edu).

Communicating with individuals with disabilities should be no different from the same respectful, clear communication deserved by everyone. This is especially important to remember given that most disabilities are “hidden” or “invisible”. Always use [person-first language](#) when speaking to or referring to individuals with disabilities.

### Event Planning Considerations

- Provide alternative registration options (online, telephone, text, email)
- Include a statement that meeting/event is accessible with a request for accommodations statement
  - DESIGNATE: At larger events or events with scheduled accommodations, designate someone to be responsible for accommodations as well as help with seating, providing that captioning and other technology is working, maintaining clear pathways, or other needs.

- ❑ Make your website and mobile apps are accessible
  - Include an accessibility link for meeting/event on your website in a prominent place
- ❑ Select an accessible location, which includes entrances, elevators, restrooms, seating, and parking
- ❑ Identify any barriers that cannot be eliminated in the physical environment and ways they have been mitigated
  - VISIBILITY: CONSIDER THOSE WITH IMPAIRED SIGHT Clear signage (identifying location and directions); well-lit meeting space and adjacent areas; projection screen visible from all seating (if using projection).
  - ACOUSTICS: CONSIDER THOSE WITH HEARING IMPAIRMENT Public address (PA) system; roving microphones; limit unnecessary background music; seating available near presenter for lip reading; availability of assistive listening devices; lighting for ASL interpreter if needed. [Support for A/V](#) on campus is available through ITS.
  - MOBILITY: CONSIDER THOSE WHO MAY BE IN A WHEELCHAIR OR HAVE OTHER MOBILITY IMPAIRMENTS Accessible parking near venue; proximity to bus stop; ramp and/or elevator access; accessible bathrooms; barrier-free pathways; wide doorways and aisles to accommodate wheelchairs/scooters; no loose cables across walking areas.
  - TECHNOLOGY: CONSIDER THOSE WHO MAY NEED TO USE ADAPTIVE DEVICES Electrical outlets in accessible seating areas to accommodate devices, laptops, etc.
  - PRESENTATIONS: Provide presenters with a checklist requesting that they: submit materials in advance so that they can be forwarded to individuals in alternate format (e.g., Braille, large font, electronic); use sans serif fonts; verbally describe visual materials (e.g., slides, charts, etc.); have printed copies available (in larger font); avoid using small print on presentations that can't be seen from a distance; ensure speakers (including those asking questions) always use a microphone; activate captions on any video used in the presentation; encourage hourly breaks; and organize breakout group activities to maximize distance between groups (e.g. each group going to a corner of the room or side rooms).
  - [SERVICE ANIMALS](#): CONSIDER ACCESS AND SPACE FOR SERVICE DOGS Comfortable space for service animals to rest during the event; accessible toileting and watering facilities nearby. [Emotional Support Animals](#) are not Service Animals under the ADA and are allowed as an accommodation as indicated for overnight guests in their rooms only. Information about the difference between [Service Animals and Emotional Support Animals](#) is available through the [ADA National Network](#).
- ❑ Identify any barriers that cannot be eliminated in the digital environment and ways they can be mitigated for online events
- ❑ ZOOM: Zoom provides [accessibility options](#).
  - PRESENTATIONS: Provide presenters with a checklist requesting that they: submit materials in advance so that they can be forwarded to individuals in alternate format

- (e.g., Braille, large font, electronic); verbally describe visual materials (e.g., slides, charts, etc.); use sans serif fonts; activate captions; encourage hourly breaks.
- ❑ Identify parking and/or transportation needs of participants
    - PARKING: Provide multiple options for parking locations and/or transportation. Accessible spaces for parking should be included if nearby parking is available to participants.
    - TRANSPORTATION: If transportation is provided, ensure accessible options are available.

Adapted from: Cornell University Division of Human Resources, Accessible Meeting & Event Checklist (2019)