Yale University Guidelines for Accessible Events

Introduction

A diverse, inclusive, and accessible university community furthers Yale's commitment to excellence and its mission to improve the world. Providing that Yale's events, conferences, seminars, and celebrations are accessible allows all members of our community to contribute to and fully participate in the life of the community. University-sponsored events (on or off campus, in-person, or virtual) are subject to the accessibility requirements of [Americans with Disabilities Act](#) (ADA) as Amended, and [Section 504 the Rehabilitation Act of 1973](#). Event organizers have a responsibility to provide accessibility for participants or attendees with disabilities.

Planning an Accessible Event

Planning an accessible event often requires coordination across campus and the participation of those seeking accommodations. However, primary responsibility for accessibility rests with the event organizer(s). Organizers should make proactive efforts to plan their events with accessibility in mind. This includes, but is not limited to:

- **Scheduling events in physically accessible spaces**. Events at Yale should be scheduled in accessible spaces. The Registrar's Office has flagged accessible spaces in 25Live. If for any reason a university community event is scheduled in a space that is not accessible, and the event organizer receives a request for an accommodation from an individual with a disability, the event organizer is responsible for finding an alternate and accessible location. The Registrar's Office maybe able to assist with identifying an accessible location.
- **Scheduling events in virtually accessible spaces.**
    - **Platform Accessibility:** For virtual or hybrid events, the platform that will be used (e.g., [Zoom](#), [Go-to-Meetings](#), etc.) and a link to its accessibility information should be included in all event materials to ensure participants are aware of how to join the event. Additional

guidance can be found on [Yale Usability & Web Accessibility: Accessibility Best Practices for Zoom Meetings](#).

- ○ **Access Communication**: ASL and CART (live closed captioning) service providers should have advance notice of how to join the virtual event and be assigned to provide services. If ASL is required, the interpreter should be either in clear view of the camera and viewers. Please note: autogenerated captions by artificial intelligence (e.g., Zoom transcription, Otter.AI, etc.) should not be relied upon in response to a request by an attendee for ASL and/or CART, as they do not provide the accuracy necessary to meet the needs of attendees who rely on ASL and/or CART. Turning on platform-provided caption and/or transcript functionality for all events is, however, best practice and should be routine.

- **Publicizing events.** Digital and print event materials should include a statement inviting participants who require accommodations to participate to alert the sponsor.
  - ○ **Sample Event 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.*

- **Communication access:** For large events open to the public, best practice is to proactively provide ASL interpreters and CART services. ASL interpreters and/or CART services must be provided upon specific request (as long as such request is made within a reasonable timeframe in advance of the event – generally considered to be 2 weeks or more advance notice), regardless of event size.

- **Making event materials accessible:** All materials must be capable of being converted to an alternate format on request. [Alternate formats](#) may include, but are not limited to, materials in electronic format accessible to a screen reader, [audio descriptions of images and videos](#), enlarged font print materials, [captioned videos](#).

- **Parking and Transportation:** Organizers should provide guidance to event participants regarding parking options, including designated disability

parking spaces. Organizers with events in multiple locations should consider how participants will move between buildings or to different locations on campus and the accessibility of the routes. [Yale Transportation](#) provides shuttle and Accessible Transit Van services to the Yale community within the geographic area of the university. If the event includes students that require Accessible Transit, please contact SAS to assist with coordinating services. Additionally, if the event includes faculty, staff, or visitors, please contact OIEA to assist with coordinating services.

- **Associated costs:** Costs associated with providing disability-related access are the responsibility of the event organizer. The costs associated with disability access are considered part of the overall expense of the event. Organizers should include the expense of any anticipated accommodations in their event budget. Event organizers who think the cost of an accommodation(s) to provide access cannot be supported should seek options for supplemental funding from the leadership of their area. If the event includes students, please contact SAS to assist on identifying funding sources. Disability-related access requests may not be denied solely based on costs.

If an accommodation request is made by a Yale student or student visiting from another institution, please contact Student Accessibility Services at sas@yale.edu for assistance.

If an accommodation request is made by a Yale employee or visitor, please contact the Office of Institutional Equity and Accessibility at oiea@yale.edu for assistance.

Definitions

Events include, but are not limited to, academic/co-curricular lectures, receptions, religious services, student organization meetings, sporting events, and any other type of meeting or activity open to the university community and/or to the public (e.g., commencement).

Event Organizer: a member of or committee within the university community; the school, department, administrative division, or other unit or group sponsoring the event.

Physical and Programmatic Access/Accessibility: any means of physical access to the event and communication prior to and during the event. For example, for those with disabilities affecting mobility, this would include scheduling the event in a space accessible to wheelchairs or other devices for mobility assistance; for individuals who are deaf or hard of hearing this would include providing interpreters, transcribers or captioning; for individuals who are blind or have low vision this would include making Braille or electronic format delivery of text available; for other disabilities this may include providing event-related materials in an alternate format, including announcements about the event.

Auxiliary Aids and Services include, but are not limited to, qualified interpreters on-site or through video remote interpreting (VRI) services; communication access real-time transcription services (CART); assistive listening devices (ALD); captioning; accessible digital content, including web-based event information; Braille materials and displays; screen reader software; magnification software; large print materials; or other effective methods of making visually delivered materials accessible. *Note: In general, auxiliary aids and services which are personal in nature are not required to be provided. Examples include hearing aids, wheelchairs, and personal assistants.*

Resources

- [A Planning Guide for Making Temporary Events Accessible to People with Disabilities](#)
- [Planning Accessible Meeting and Events Toolkit](#)
- [Yale Usability & Web Accessibility: Accessibility Best Practices for Zoom Meetings](#)
- [Yale Usability & Web Accessibility: Usability Best Practices for Websites](#)
- [Yale Poorvu Center for Teaching and Learning](#) – [Accessible Teaching](#)
- [Yale Transportation](#)
- [Campus IT Support](#)
- [Yale Web Accessibility Policy](#)
- [Yale Service Animals and Emotional Support Animals Policy](#)