

## Current Accessibility Statement:

*“The Educational Technology Collaborative (ETC) believes that accessibility is vital to fostering an inclusive and accessible community. In collaboration between our IDEA and Event Committees, we have implemented a set of protocols to ensure access to the most common accessibility requests are fulfilled. If there are more specific accessibility requirements needed or any other feedback, please contact insert email address here and we will make every effort to accommodate these requests. We always strive to offer a welcoming, user-friendly experience that enables all participants to engage, learn, and connect with one another and as we continue to evolve and grow, we hope to better serve our community in our access efforts.”*

[https://docs.google.com/document/d/1SR9qPwvV6E\\_-a5xSwM\\_bQUaRh8zmJY9S/edit](https://docs.google.com/document/d/1SR9qPwvV6E_-a5xSwM_bQUaRh8zmJY9S/edit) **original doc**

In order to ensure basic compliance with accessibility standards in the US and to ensure that no one is excluded from participating in the event, here are **our recommended considerations for accessibility**.

## Event Location Considerations: Choose locations with

- Clear, well-lit and **unobstructed accessibility** (wheelchair and mobility devices), to entrances, stages, presentation areas, restrooms, pathways, and exits, as well as ramps and elevators to all floors or levels.
- **Accessible parking** near the venue.
- **Accessible seating areas** for people with mobility devices as well for their companions (if applicable).
- Space(s) to **store mobility devices** that are easily accessible.
- Ample stations to **charge electric mobility devices**.
- Clear, accessible **evacuation procedures** for individuals with disabilities.
- Lactation spaces/changing **stations for parents**.
- Accessible **single stall restrooms** available
- **Service animal** rest, toileting and watering facilities

- **Assistive listening systems** installed- hearing aids, FM systems, or induction loop systems
- Adequate space for individuals with **mobility devices in all restrooms**.
- Quiet/**sensory friendly space** with facial tissues to decompress

#### **Transportation Considerations:**

- Ensure that wheelchairs, scooters, or other **mobility devices** are easy to reserve and available at the venue
- Provide discounted or free shuttle services/**transport options** for individuals with mobility impairments.

#### **Event Materials Considerations:**

- Include an accessibility statement in all promotional materials, inviting attendees **to request accommodation** from a specific contact person by a specific deadline so that queries and accommodation requests have ample time to be met.
- Post **Clear and Large Signage**: large fonts, high contrast, tactile and auditory directions especially for key areas and escape routes (e.g., stage, exits, bathrooms)
- Provide materials in **accessible formats** (e.g., large print, braille, digital format) including plain language summaries
- Ensure that any **event software** is accessible to people with disabilities (e.g., screen readers, voice recognition).
- Provide a guide with clear directions and information on **how to access the venue**.
- Create a **post event evaluation** that includes questions about access.

#### **Participation Considerations:**

- Provide a way for individuals with mobility challenges or hearing impairments to engage in **interactive** parts of the event (e.g., Q&A sessions via digital or written submissions).
- Provide **Language Interpretation Services**: on-site multilingual interpreters for languages spoken by a significant portion of the attendees as well as translated written materials
- Provide **ASL interpreters** for all spoken content, upon request. Include interpreters at key moments like speeches, presentations, and Q&A sessions.
- Provide live **Closed Captioning (CC)** for all audio content, including speeches, discussions, and videos. Ensure captions are accurate, synchronized, and easy to read by using software or services.
- Offer **Assistive Listening Devices** - hearing aids, FM systems, or induction loop systems - and **use microphones** for all spoken content
- Provide opportunities and pathways for attendees to request modifications to the **event environment** (e.g., temperature control, reduced lighting, noise levels or unaromatic spaces).
- Provide information on available **mental health resources**, including quiet places or support staff for individuals needing emotional or psychological support during the event.

### **Dietary Considerations:**

- Offer a variety of **food options**, including allergen-free, vegan, Halal, and Kosher meals.
- Clearly **label** all food and drink items for common allergens (e.g., gluten, nuts, seafood).

### **Virtual Event Considerations:**

- Ensure **virtual platforms** are fully accessible (e.g., keyboard navigation, screen reader compatibility).
- Provide **captions** or transcripts for virtual content.

- Provide clear **instructions** on how to access and use virtual platforms for individuals with disabilities.

Resources:

1. Cornell University. (n.d.). *Accessible Meeting and Event Checklist*. Cornell University. Retrieved from <https://accessibility.cornell.edu/event-planning/accessible-meeting-and-event-checklist/>
2. The University of Chicago. (n.d.). *Event Accessibility Checklist*. Equal Opportunity Programs, The University of Chicago. Retrieved from <https://equalopportunityprograms.uchicago.edu/accessibility/event-checklist/>
3. University of North Georgia. (n.d.). *Accessibility Checklist for Events and Programs*. Student Accessibility Services, University of North Georgia. Retrieved from <https://ung.edu/student-accessibility-services/accessibility-checklist-for-events-and-programs.php>
4. University of Michigan. (n.d.). *Accessible and Inclusive Events Checklist (Interactive)*. Retrieved from [Accessibility and Inclusive Events Checklist - University of Michigan](#)
5. Florida SouthWestern State College. (n.d.). *Accessible Events Checklist*. Retrieved from PDF: [AccessibleEventsChecklist florida south western state college.](#)
6. Northwestern University. (n.d.). *Accessible Events Guide*. Retrieved from PDF: [Accessible-Events-Guide\\_northwestern\\_university.](#)