

Planning an Inclusive Event

Treat people with disabilities with the same respect and consideration with which you treat others. There are no strict rules when it comes to relating to people with disabilities but here are some helpful tips for planning an inclusive event.

Hosting Accessible Events

Statement for Publication

- Include a standard accessibility contact statement on all of your publicity and include an event contact for accessibility. *Example: If you need a disability-related accommodation or wheelchair access information, please contact _____, at _____ or email; _____.*
Requests should be made _____ (at least one week in advance of the event).

Planning Your Event

Choosing a Location

- Is the location accessible to a person who uses a wheelchair or other mobility device?
- If the event is on an upper floor, is there an elevator?
- Are restrooms accessible and close to the meeting area?
- Is disabled parking available nearby?
- Is cart service available?
- Is private space available for those who need quiet time?

Ensuring Access to Information for All Attendees

- Have you arranged for an interpreter, captionist, readers, or scribes to be present at your event?
- Have you arranged for assistive equipment that may be required (microphones, assistive listening devices, etc.)?
- Have you provided advance copies of presentation materials/outlines those who need it?
- If slides or overheads are used will the information be available in an alternative format?
- Is the information posted online for easy access?
- Are presentation materials in a clean design with clear language?
- Are printed copies available for attendees?
- Are materials available in alternate formats?
 - Large print, Braille, MP3 recordings, transcripts, or live captioning, simple text-only layout

Planning for Other Needs

Tips to Help All Attendees Feel Welcome and Comfortable

- Are charging stations and power outlets available for charging devices and electric wheelchairs?
- Are food options available for special diets?
- Are you familiar with service animal guidelines?
- Have you designated the event a fragrance free zone?
- Is water available for attendees?
- Will you notify attendees in advance of changes to location, menu, materials, etc.?
- If participants request accommodations do you know who to contact to get specific tips on how to make your event accessible?
- Do all event organizers understand that they must respect confidentiality? Disclosed disabilities are not intended to be shared without the person's permission.
- Will the speaker or organizer announce the location of restrooms, food service locations, charging stations, and quiet rooms?

Designing Accessible Presentation Materials

Think about your audience and how they will see and hear the speakers. Prepare accessible formats of your meeting content and materials to ensure that members with sensory disabilities can participate fully. Whenever possible, try to work with participants in advance so that you can find out which format they prefer and give them extra time to review written materials if needed. Contact Disability Resources Services or OIT for more information. If giving a presentation there are some guidelines that will help improve everyone's access to the information.

- Use good color contrast
- Make the text size large enough to see from the back of the room
- Use simple language and avoid acronyms and jargon
- Choose fonts that are easy to read

Designing Your Presentations

Color Contrast	Easy to Read / <small>The Invisible Presenter</small>	
Text Size	Easy to Read / <small>I'm getting a headache looking at it</small>	
Word Choice	Keep it Simple / <i>Eschew Obfuscation</i>	
Font Choice	Readable / <small>WHAT THE HECK IS IT?</small>	

For assistance with inclusive event planning contact:

Student Leadership & Development	www.csustan.edu/sld	(209) 667-3778
Disability Resource Services (DRS)	www.csustan.edu/drs	(209) 667-3159
Accessible Technology Initiative (ATI)	www.csustan.edu/ati	(209) 667-3470