



# Planning Inclusive Events

Disability  
Resources for  
Students



## An Event Is ...

Any University experience-  
class, activity, workshop,  
program, training, or field  
trip-for any University  
audience, large or small,  
whether in-person, hybrid, or  
virtual.





## Event Planners Must...

- Take responsibility for access
- Expect diverse participants
- Plan for accessibility
- Create a positive experience
- Commit to providing the same experience
- Be knowledgeable about the accessibility of your event



# All Events





# Marketing

- Accessible Marketing Materials
  - Flyers
  - Social Media
  - Website
  - Direct Emails
  - Telephone Calls
- Advertise information about accessibility
- Include accessibility statement





# Accommodation Request Process

- Accessibility Contact Person (name, email, phone and TTY {text} numbers)
- Deadline for submitting an accommodation request
- Sample statement
  - We strive to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. If you anticipate any barriers to your participation and would like to request an accommodation, please contact **NAME OF EVENT ACCESSIBILITY COORDINATOR** at **EMAIL ADDRESS** or via telephone at **(000) 000-0000**. Requests made by **DATE** will generally allow us to provide seamless access. Nevertheless, we will make every effort to meet requests made after this date.
  - “If you require a reasonable accommodation in order to participate in this event, please contact [insert: the sponsoring department or contact person] by 20 at [insert: telephone number, email, fax number].”



# Registration Process

- RSVP options
- Online Registration
- Registration and Tables





# Train Event Staff

## Do:

- Focus on the person - not their disability
- Talk directly to the individual - not the interpreter, companion, or attendant
- Reflect their language
- Place yourself at eye level when speaking with an individual that uses a wheelchair for more than a minute or two
- Maintain appropriate physical space

## Do Not:

- Assume assistance is needed
- Ask rude or personal questions
- Touch a person or their mobility equipment without permission
- Pet a service animal when it is working
- Make a decision on behalf of a person regarding what they can/cannot do





# Prepare Presenters

- Provide presentation materials to attendees in advance
- Use the microphone when one is available
- Repeat or rephrase any questions or comments from the audience
- Verbalize descriptions of visual information
- Plan interactive activities that account for a wide - range of abilities



# Evaluate the Event



- Allow participants to provide feedback
- Use an accessible evaluation method
- Ask specific questions about accessibility
- Consider feedback and incorporate into future events



# In-Person Events







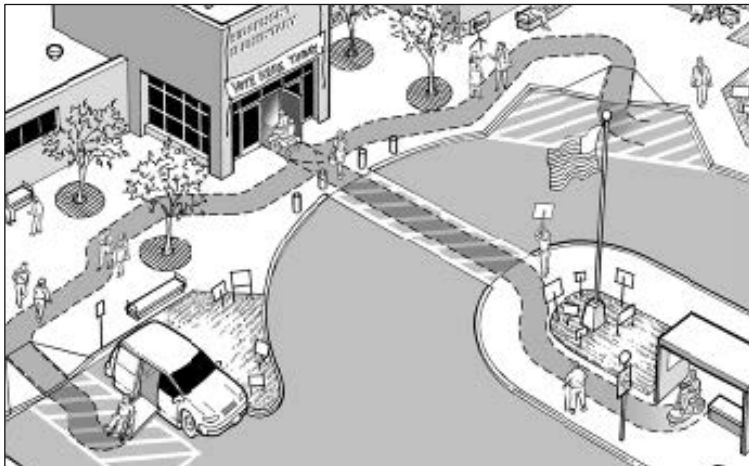
# Parking

- Be knowledgeable about the nearest accessible parking to the event
- If parking is far from the event location, consider shuttle service
- Share parking information in registration materials

# Wayfinding

## Path of Travel

- Barrier-free and labeled
- Hallways should be 64 inches wide and aisles 36 inches wide



## Accessible Maps

- Tactile
- Mobile Apps





# Location



- Entrance
- Furniture and Layout
  - Seating
  - Tables/Desks
  - Presentation Area
- Restrooms and Other Privacy Needs
- Web Conferencing Capabilities



# Food

- Plan for diverse needs
- Consider including the menu in registration materials
- Offer a way for individuals with dietary restrictions to place requests and ask questions
- Clearly label dining options
- Ensure that those with dietary restrictions receive correct food



# Animals

- **Definitions**

- Service Animal
- Emotional Support Animal
- Comfort or Therapy Animal

- **The Two Questions**

- 1) Is this animal in service of a disability?
- 2) What service or task does it perform?





An aerial photograph of a university campus during a vibrant sunset. The sky is filled with soft, colorful clouds in shades of orange, pink, and purple. The campus below is a mix of brick and modern buildings, interspersed with lush green trees. A prominent tall brick tower with a clock face is visible in the lower center. The overall scene is peaceful and scenic.

# Virtual or Hybrid Events



# Communication

- Communication with Participants during event
- Written and verbal instructions on how activities will be conducted
  - Instructions should be both explained on the slide and verbally



# Provide Content

- Make content available prior to the event
  - Allows participants to engage with materials prior to event
  - On website
  - QR Code
- Offer options for content format
  - PDF or Word
  - Power Point Option
- Ensure that content is accessible





# Inclusive and Accessible Presentations

- Repeat questions/information from both online and in-person audiences
- Describe important visual information
  - Charts
  - Graphs
  - Images
  - Written



# Audio/Video Content Accessibility

- Only use captioned multimedia
- Enable captions on pre-recorded videos
- Turn on Zoom/Teams Live Auto Transcript
- Also share your audio when screensharing



# Activity



- Choose an upcoming or past event that you have planned.
- View that event through the accessibility framework provided today.
- Answer the following questions:
  - What accessibility features were already included?
  - What accessibility modifications needed to be made?
- Be prepared to share.

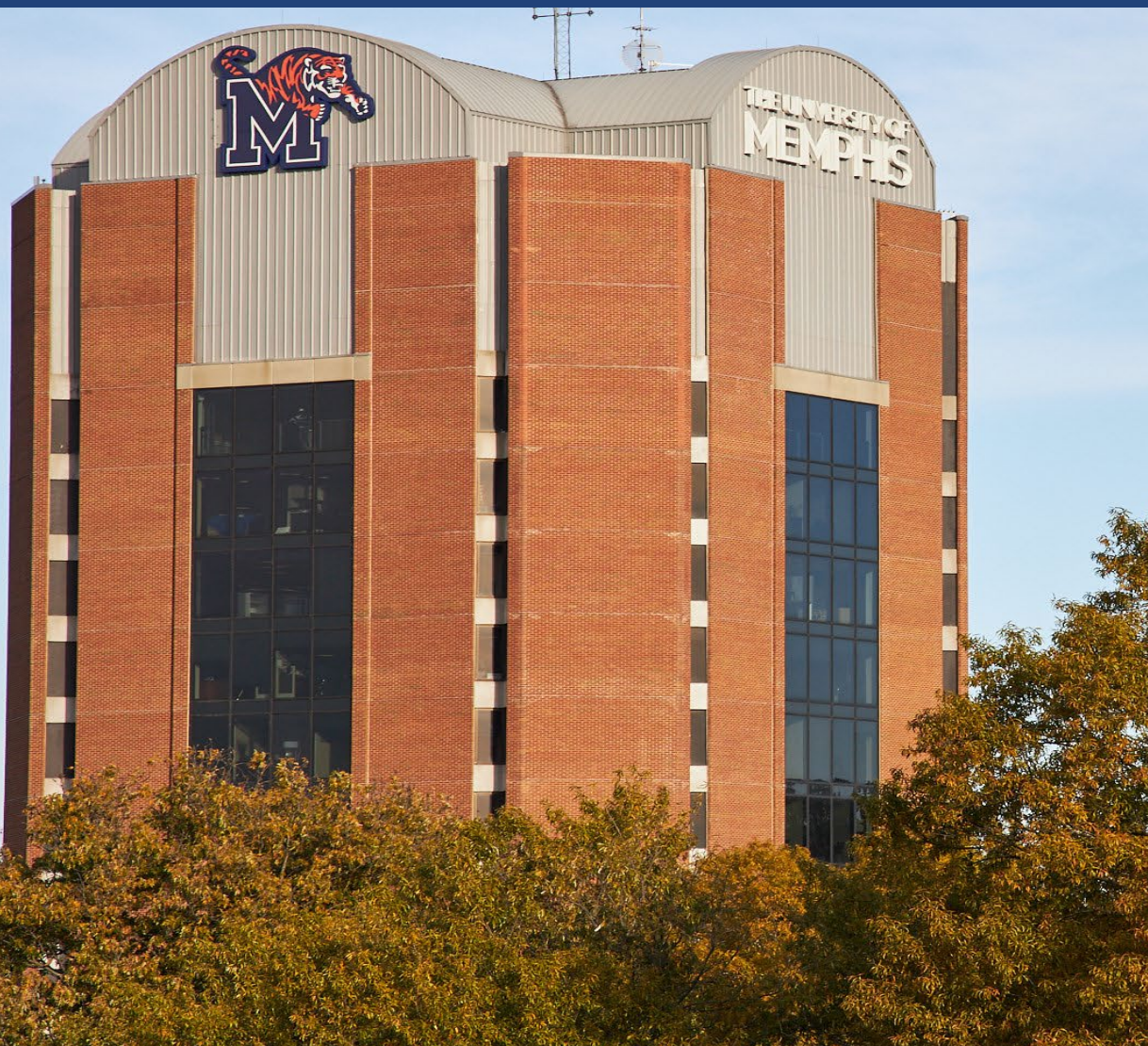


# Resources

- Ladau, Emily. "Demystifying disability : what to know, what to say, and how to be an ally." Emeryville : Ten Speed Press, 2021.
- Day, J. (2013, November 7). *ADA Path of Travel* [PowerPoint presentation on accessible route/path of travel under DOT ADA regulations].  
[https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/ADA\\_Path\\_of\\_Travel.pptx](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/ADA_Path_of_Travel.pptx)
- Cornell University Accessible Meeting and Event Checklist:  
<https://accessibility.cornell.edu/event-planning/accessible-meeting-and-event-checklist/>
- University of Arizona Planning Accessible Events and Activities:  
<https://drc.arizona.edu/planning-events>
- University of Memphis Building Accessibility Maps:  
<https://umwa.memphis.edu/campusmap/index.php>
- University of Memphis Parking Map:  
<https://www.memphis.edu/parking/permit/>



# Thank You!



- Disability Resources
- 110 Wilder Tower
- 901-678-2880
- [drs@memphis.edu](mailto:drs@memphis.edu)
- [www.memphis.edu/drs](http://www.memphis.edu/drs)