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### 1 Event Committee Resources

There is a member of the committee or event staff with working knowledge of accessibility issues, resources, and solutions assigned as Accessibility Liaison.

### 2 Ground Transportation

Cab companies providing service between the airport and the event hotel have wheelchair-accessible cabs in their fleets.

Shared-ride shuttle companies providing service between the airport and the event hotel have lift-equipped vans in their fleets.

Hotels providing shuttle service to the airport for guests have lift-equipped vans or an arrangement with a local service to provide comparable service for wheelchair-using guests.

The location has a convenient drop-off and pick-up point, adjacent to the main entrance, where attendees with disabilities can disembark or wait for transportation.

The venue can be reached by public transportation, as well as by car. (A reasonable distance should not exceed one or two blocks to a bus stop or train station.)

### **3 Event Hotel**

The entrance to the hotel is wheelchair-accessible, with an opening of at least 32 inches of clear width.

Non-accessible entrances have signs giving directions to the accessible entrance.

There are accessible parking spaces near the accessible entrance:

- Spaces are clearly marked with the international symbol of accessibility.

- Spaces and access aisles are 8 or more feet wide.

- Access aisles are marked with "No Parking" signs.

- There is an accessible route from parking/drop-off to the entrance:

  - Does not exceed recommended distance of 200 feet.

  - The sidewalk from the parking lot is a minimum of 36" wide.

  - The accessible path of travel is a paved and level surface.

Public spaces in the hotel (restaurants, bars, etc.) are wheelchair-accessible.

Hotel has an adequate number of wheelchair-accessible sleeping rooms that include roll-in showers and/or low tubs with ADA-compliant grab bars.

Hotel has at least one restaurant serving breakfast, lunch, and dinner during the event.

Tables in food service areas are less than 34" high.

There are wheelchair-accessible restaurants within reasonable (one to two blocks) distance of the hotel that can be reached by people in wheelchairs. (Sidewalks, curb-cuts, etc.)

Room signs and elevators have raised or Braille characters.

Exits are clearly identified and accessible.

Fire and emergency alarms have both audible and visual signals.

There is an evacuation plan for persons with physical, hearing, and visual disabilities.

Hotel has a minimum of one TTY-equipped public telephone with appropriate signage.

Water fountains are low enough to permit use by someone in a wheelchair or have a cup dispenser, which can be reached easily.

### **4 Event Venue**

All event-specific functions are in the host hotel, an accessibly-connected adjacent building, or within reasonable (one to two blocks) distance of the hotel that can be reached by people in wheelchairs. (Sidewalks, curb-cuts, etc.)

Floors on which event spaces are located are served by public elevators.

Public facilities (rest rooms, powder rooms) are wheelchair-accessible.

Restroom entrances are wide enough (32 inches) to permit wheelchair access.

Interior are sufficiently large (60 inches minimum diameter) to permit a wheelchair to enter and turn around.

Toilet stall doors are at least 32 inches wide; toilet stalls (36-60 inches) equipped with a grab bar.

Sinks are high enough (30 inches) for a wheelchair to roll under with soap and towel dispensers within easy reach (48 inches from floor).

Entrances and architecture of all event spaces (ballrooms, meeting rooms, etc.) are wheelchair-accessible. In the case of multi-tiered spaces, ADA-compliant ramps or lifts are provided, or access to the front of the room is provided via alternate entrances.

Room signs and elevators have raised or Braille characters.

Exits are clearly identified and accessible.

Fire and emergency alarms have both audible and visual signals.

There is an evacuation plan for persons with physical, auditory and visual disabilities.

Banquet and Awards Presentation

Stages and raised platforms are wheelchair-accessible via lifts or ADA-compliant ramps.

Banquet seating and table placement leaves room for wheelchairs and scooters to move between and “park” at tables.

Banquet seating near the stage is available for visually-impaired and hearing-impaired attendees.

Seating for non-banquet attendees of the awards presentation includes spaces for wheelchairs and scooters.

Seating near the stage is available for non-banquet attendees with visual or hearing impairments.

All video content is closed captioned.

One or more assistive listening devices are available.

An ASL interpreter is available for pre-banquet remarks and the awards ceremony.

Lighting is at an adequate level to ensure hearing impaired attendees can read lips or clearly see the ASL interpreter.

## **5 Panels and Presentations**

Stages and raised platforms are wheelchair-accessible via lifts or ADA-compliant ramps.

Seats at the front of the room are available visually-impaired and hearing-impaired attendees. Seats on either side of “center” in that section are available for lip-readers so that panelists’ faces are not hidden by microphones.

Audience seating includes spaces for wheelchairs and scooters. In large rooms, several spaces at various points in several locations.

All video content is closed captioned.

One or more assistive listening devices are available.

An ASL interpreter is available to sign the panel or presentation, and the fact it will be signed included in the program.

Lighting is at an adequate level to ensure hearing impaired attendees can read lips or clearly see the ASL interpreter.

For panels that include one or more hearing-impaired panelists, the moderator and the panel(s) meet prior to the panel to work out how best to accommodate the panelist.

## **6 Miscellaneous**

In the event an attendee or guest with disabilities requires a caretaker/assistant, the caretaker/assistant’s registration is comped.

Service animals are permitted in all hotel and convention spaces.

In all instances where food is served (banquet, hospitality suites, etc.), accommodation of food allergies and sensitivities are addressed.

Labeling for presence of common triggers (nuts, eggs, dairy, gluten, sulfites, etc.)

Alternate selections for people with allergies or sensitivities.

## 7 Sources:

Cornell University Student Disability Services, Check List for Planning Accessible Events.  
<http://disability.cornell.edu/docs/accessibility-checklist.pdf>

City of Los Angeles Department on Disability, Guide to Accessible Event Planning.  
[http://disability.lacity.org/pdf/guide\\_to\\_accessible\\_event\\_planning.pdf](http://disability.lacity.org/pdf/guide_to_accessible_event_planning.pdf)

Fresno State University, Accessible Event Planning Guide.  
<http://www.fresnostate.edu/accessibility/event/guide.html>

Matthew Johnson, Teresa Frohock, Peggy Rae Sapienza, Tanya Washburn, Bill Thomasson  
Also In This Section

- Accessibility Checklist for SFWA Spaces
- Request Materials
- SFWA on Diversity

Featured Book  
ratsmall

Abandoned as a kit, found by gypsy squirrels, raised among the mouse clans of Ottersgate island, Rat has tried all his life to fit in. Things just never seems to quite work out for him, though...

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Author Website  
Don Sakers

Don Sakers is the author of the Scattered Worlds Mosaic series. He's explored the thoughts of sapient trees, brought Carmen Miranda's ghost to Space Station 3, and beaten the "Cold Equations" scenario. His book review column appears in Analog.

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- Mike Ball on A Strange Relationship
- Science Fiction Publishers 2016 (No Agent Required!) | Bryn Donovan on SMALL PRESSES
- Cat Rambo on Panlexicon vs. Visual Thesaurus – Who Will Win?

## Check List for Planning Accessible Events

### Event Planning

- Is information about the event accessible to a broad range of participants (including website information)?
- Can participants request accommodations through a registration form or other mechanism?
- Have funds been allocated in the budget to cover the cost of accommodations?
- Have presenters been asked if they need accommodations for equal access?
- Have presenters been informed of ways to make presentations accessible to audience?
- Are food options available for participants with dietary restrictions/allergies?
- Is the staff knowledgeable about communicating with people with various disabilities?

### Parking and Pathways

- Are there accessible parking spaces near the accessible entrance? Are spaces clearly marked with the international symbol of accessibility? Are the spaces and access aisles 8 feet wide? Are the access aisles marked with "No Parking" signs?
- Is there an accessible route from parking/drop-off to the entrance? (Recommended distance not to exceed 200 feet.). Is the sidewalk from the parking lot a minimum of 36" wide?
- Is the accessible path of travel a paved and level surface, ?

### Entrance and doors

- Is at least one of the primary entrances accessible (if there are stairs, there must also be a ramp or lift)?
- Does the entrance door have opening of at least 32 inches of clear width?
- Do non-accessible entrances have signs giving directions to the accessible entrance?
- Is there an automatic door or is pull force on door five pounds or less?

### Public Areas

- Does the registration area have a 36 inch counter?
- Are all accessible routes free of protruding objects?
- If event is on an upper floor, is there an elevator?
- Do room signs have raised or Braille characters?

### Public restrooms

- Are restrooms located along an accessible route of travel?
- Does signage at inaccessible rest rooms direct people to accessible restrooms?
- Does the door to restroom provide a minimum of 32 inches of clear opening width?
- Does the restroom door have levered handles?
- Is there an accessible toilet stall (5' x 5' clear floor space)? Is toilet seat 17 to 19 inches above floor? Are there grab bars at the side and back of the toilet at 33" to 36" above the floor?
- Is the door to the accessible stall at least 32" wide and swing outward?
- Does the sink provide knee clearance of 29 inches? Are soap, paper towel dispenser and amenities located at or below 48 inches?

### Meeting rooms

- Are meeting rooms on accessible route of travel?
- Do the doors provide at least 32 inches clear width?
- Is there a clear pathway through the room (at least 36" wide).
- Is the stage or elevated area wheelchair accessible?

- Is there an assistive listening system available?
- Does the room have movable seating to make room for a wheelchair?
- Is there adequate lighting for persons with low vision or if a sign language interpreter is needed?

#### Meeting Activities

- If food or drinks are provided, are tables less than 34" high with all food and drinks within reach?
- If an off-site trip is planned, is accessible transportation arranged?
- If an overnight stay is required, has the accessibility of guest rooms been assessed?
- If participants are moving around campus, have transportation options been arranged?
- Is video content captioned?

#### Emergency Planning

- Are exits clearly identified and accessible?
- Do fire and emergency alarms have both audible and visual signals?
- Is there an evacuation plan for persons with disabilities?

#### Considerations for conference activities or participants free time

- Recreation rooms
- Restaurants

For more information on planning accessible events visit:

<http://www.cornell.edu/disability/events/>

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