

SUGGESTIONS FOR PRESENTERS...

- ➔ Be prepared to give a comprehensive description of any visual aids such as flip charts, boards, slides, overhead transparencies.
- ➔ Speak clearly and face the audience as much as possible.
- ➔ When preparing slides and overheads:
 - ✓ *Keep layout simple. Present only key points on overhead transparencies and/or slides.*
 - ✓ *Use large, block style lettering, with sharp, contrasting colors.*
 - ✓ *Deliver the presentation in advance (at least 2 weeks) to the meeting/event organizer for Braille translation, and other preparation if necessary.*

ADDITIONAL RESOURCES

Mid-Atlantic ADA Center

Regional Disability and Business Technical Assistance Center (DBTAC)

• <http://www.adainfo.org/state/>

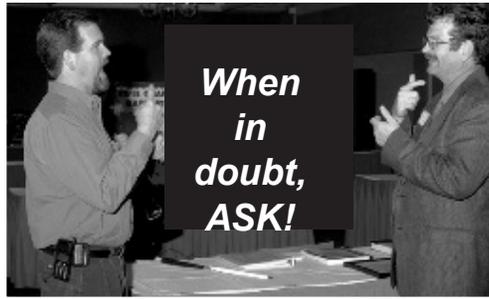
DisabilityInfo.gov

Online resource for Americans with Disabilities

• <http://www.disabilityinfo.gov/digov-public/public/DisplayPage.do?parentFolderId=5699>

• <http://www.health.state.ny.us/nysdoh/promo/events.htm>

• <http://www.usdoj.gov/crt/ada/checktxt.htm>



No one knows more about accommodations for people with disabilities than the individuals themselves.

If a person with a disability has accepted your meeting invitation or has registered for your event and you are unsure about the accommodations needed, ask for specific feedback or direction from the individual.



Institute on Disabilities at Temple University
Student Center Room 411S
1755 N. 13th Street
Philadelphia, PA 19122
215-204-1356 (voice) 215-205-1805 (TTY)

available in alternate formats upon request



Open Forum

A Quick Guide to Making Your Meeting or Event BARRIER-FREE

Open Forum

A “barrier-free” meeting or event is accessible to people with disabilities. Adaptations and accommodations to ensure a meeting/event is barrier-free will differ from person to person. Organizers must identify and respond to participants with disabilities and prepare appropriately. Therefore, advance planning is essential.

1

WHEN PLANNING AND BUDGETING FOR THE EVENT...

A successful barrier-free meeting/event, where everyone can fully participate, begins with the invitation or registration.

- ➔ Send an invitation or request for registration, well in advance of your meeting/event. *(Remember: producing alternate formats such as Braille may take up to 2 weeks)*
- ➔ Be clear that the meeting/event will be fully accessible.
- ➔ Research and budget for anticipated accommodations, including sign language interpreter or devices for people with low vision or who are hearing impaired.



- ➔ For registration form...
 - ✓ *Include a section where potential attendee can list needed accommodations, and give examples such as Braille, sign language interpreter, etc...*
- ➔ For standard invitations...
 - ✓ *Request that the RSVP include a description of any needed accommodations.*

2

WHEN SELECTING A LOCATION FOR YOUR MEETING/EVENT, BE SURE THAT THE LOCATION/ROOM(S) HAS...

- ➔ Enough room to accommodate wheelchair(s) so that everyone is “around the table” and NOT on the outskirts.
- ➔ Accessible restrooms on the same floor as the meeting rooms.
- ➔ Relief area available for assistance animals.
- ➔ Text Telephones; if not, telephones should be near electrical outlets for individuals to plug in their own TTY.
- ➔ Accessible parking.
- ➔ Access to public transportation.
- ➔ Large, tactile directions for room numbers, restrooms, directions, instructions, etc.
- ➔ Alarm system in facility that alerts both visually and audibly.

3

DURING THE MEETING/EVENT, BE SURE THAT YOU HAVE...

- ➔ All requested accommodations and/or formatted materials readily available.
- ➔ Captioning on any video/film shown.
- ➔ Reader or note taker.
- ➔ Ample lighting on the speaker.
- ➔ Preferential seating for people with disabilities.
- ➔ Accessible electrical outlets for devices such as computers, recorders, etc.
- ➔ As little background noise as possible.

(Continued on back panel)