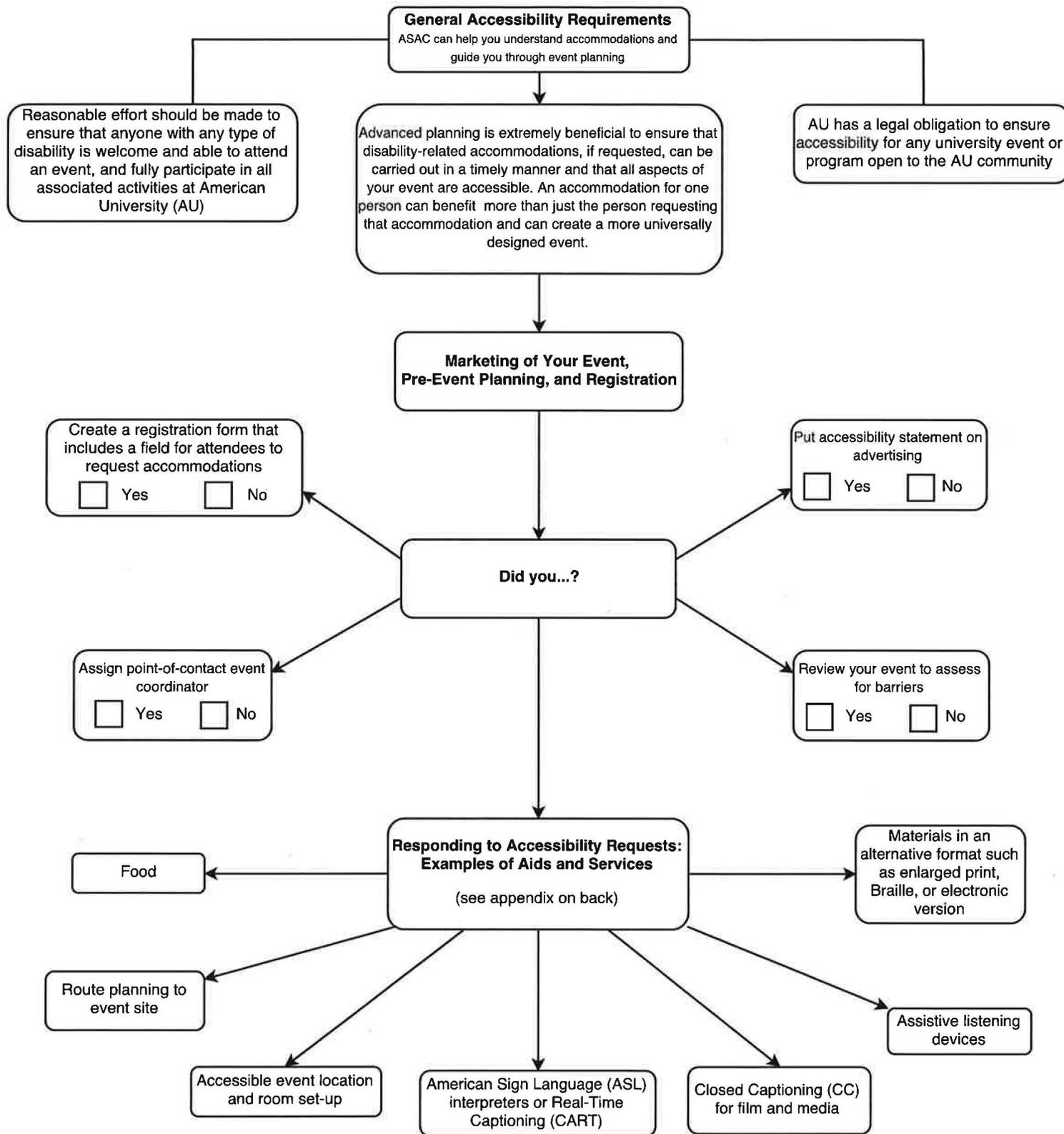


Making On-Campus Events Accessible



Contact the ASAC with any Questions

202-885-3360 asac@american.edu
<http://www.american.edu/ocl/asac/>

See the *Responding to Accessibility Requests* appendix on back for more information

www.american.edu/ocl/asac/upload/Accessible-Events-information.pdf

Suggested Accessibility Statement on Event Advertising

- I. Suggested statement for advertising materials: “If you would like to request a disability-related accommodation or accessibility information, please contact (office/staff member) at phone or email. Requests should be made by (date at least two weeks in advance of the event).”

Responding to Accessibility Requests Appendix

- I. If an attendee or participant requests an accommodation and you need assistance understanding or carrying out the accommodation, the ASAC can be a resource
- II. Examples of aids and services which may be required to provide for attendees on the part of AU:
 - a. Route planning to event site
 - i. Contact the ASAC to review the accessible path or route of travel into the building and to subsequent floors of the event.
 - b. Accessible event location and room set-up
 - i. The majority of buildings at AU are accessible, but several locations are not. Things to consider include whether stairs are necessary to access event space, if bathrooms in the building are accessible, and if the room has ample space between furniture and paths of travel. Contact the ASAC for guidance or for support in requesting a room change if possible.
 - c. American Sign Language (ASL) interpreters or Real-Time Captioning (CART)
 - i. Either an event organizer or attendee must make a formal request through the ASAC online form, two weeks prior to the event if possible. The link to the request form can be found here: <http://www.american.edu/ocl/asac/ASAC-Interpreter-Request-Form.cfm>
 - ii. The ASAC can coordinate ASL interpreters or CART without confirmation of an accommodation request; however the sponsoring office or organization would be responsible for the cost, not the ASAC.
 - iii. As a reminder, if ASL interpreters or CART providers are present at an event, please make sure that area of the room is well-lit for viewing purposes.
 - d. Closed captioning (CC) for film and media
 - i. Check to see if the film or media you are showing has captioning. If it does, watch to make sure it is accurate. Some platforms such as YouTube have CC but it is poor in quality. The ASAC can assist with captioning short and long materials. The longer the media clip, the longer it may take to prepare. Generally, we need at least two weeks’ notice for captioning requests.
 - e. Assistive listening devices
 - i. Sounds and speaking should be amplified for attendees with auditory needs. To request assistive listening devices, please contact the ASAC in advance.
 - f. Materials in alternative format such as enlarged print, Braille, or electronic version
 - i. Ensure all participants can read handouts, PowerPoint slides, and resources by creating accessible online documents or alternative format hard copy documents. Contact the ASAC for support.
 - g. Food
 - i. If serving food, ask if any attendees have any food allergies that need to be accommodated.
- III. Examples of aids and services that are personal in nature and may not be required to provide on the part of AU:
 - a. Hearing aids
 - b. Wheelchairs
 - c. Personal transportation services to/around campus
 - d. Personal assistants
 - e. Parking passes