

The DRC: Helping You Plan Accessible Events

General Statement

The DRC is committed to empowering individuals with disabilities, enhancing equity and promoting a culture of inclusion. We have created these guidelines with the expectation they will help you design an event that is free of barriers and enables individuals with disabilities to fully participate.

Accessibility Guidelines

Include an Access Statement on all Marketing Materials

Individuals attending campus events must be given the opportunity to request accommodations within a specific time period. This is accomplished by including an access statement on all marketing materials for the event.

Suggested Access Statement:

- *Berkshire Community College is committed to providing universal access to all of our events. Please contact (name, email, phone) by (date) to request disability accommodations*

Types of common accommodations that are typically requested include:

- Preferential seating
- Assistive listening devices
- Sign language interpreters
- Captioned media
- Alternative formats for printed materials
- Program relocation to a more accessible space

Hold Events in an Accessible Location

All events sponsored by the college must be held in an accessible location whether inside, outside, on campus or in the community. Ensure:

- Entrances, pathways, and bathrooms are accessible
- Handicapped parking is available
- Aisles are clear and passable (32 inches minimum)
- Table space is available for wheelchair access (less than 34 inches high and no less than 28 inches above the floor)
- Microphones and assistive listening devices are provided
- Electrical outlets are available for assistive technology users

Ensure Communication Access

All films, videos and other media must be captioned. Use amplification/microphones whenever possible.

Interpreter

- Provide reserved seating in the front of the event for the attendee and companions
- Sign language interpreters should be situated in the front of the room proximate to the speaker and within the sight line of the Deaf attendee so that both the interpreter and speaker can be viewed simultaneously
- A spotlight should be on the interpreter if the lighting in the room is dimmed
- Provide an advance copy of presentation so that the interpreter will be well prepared to sign any specialized vocabulary and names

Computer Assisted Realtime Transcription (CART)

- CART reporters will require some space for equipment set-up
- Reporters using projection equipment should be situated in close proximity to the projection unit
- Provide an advance copy of presentation to CART reporter to prepare him/her for any specialized vocabulary and names used in presentation

Assistive Listening Devices (ALDs)

- Assistive Listening Systems in over 200 classrooms and lecture spaces. The speaker must use the transmitter and the listener uses the receiver. This amplifies sound for the listener. Some ALS systems work with the amplification system in the room
- Before every program, event planners should test the ALS in advance.

Provide Accessible Informational Materials

- Printed materials referred to at the event or meeting must be readily available in alternative formats upon request
- Prepare handouts in larger font (16-point). If not practical, use 14-point font
- Make digital copies of printed materials available
- Post materials in advance so that they can be forwarded to individuals who may not be able to view screens or flip charts

For more detailed information and checklists for planning accessible meetings and events, please refer to the [Planning Accessible Meetings and Events Toolkit](#) by the American Bar Association's Commission on Disability.