



## Accessibility Guidelines for Planning Events

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All Oregon State University entities are responsible for ensuring that their programs, services, and activities are accessible. This document attempts to help guide entities through the process.

### **Why is Accessibility Important?**

As a university we strive to be inclusive to all members of our community, including the 1:31 students who have a registered disability and many other members of our community with disabilities.

Under the Americans with Disabilities Act Oregon State University is required to provide access to programs and services to all qualified participants regardless of disability.

Considering accessibility when planning events can benefit the experience of all participants by creating a more diverse group. Also, many accessibility checks, such as good lighting and sound, wide walkways, captioning, etc., can benefit everyone.

### **Accessible Route and Location Access Considerations**

- Parking
  - Nearby ADA designated parking (how can this be articulated best)
- Route & Entrance
  - Route from ADA parking to entrance is flat and paved
  - A ramp is available where exterior steps lead to entrance
  - Clear signage to an accessible entrance (if main entrance is inaccessible) is present
  - The door has a lever style handle (not a knob) and is relatively light, if the door is not automatic or held open
- Event Location
  - The furniture is moveable, or in fixed seating areas, accessible seating options are available for participants with mobility disabilities
  - Interior walkways are wide (at least 36")
  - There is plenty of space to maneuver around tables
  - The lighting is good
  - The acoustics are good, and in rooms where audio will be amplified (microphones), assistive listening devices are available for participants who are hard of hearing
  - Reserved seating near front for participants who are Deaf or hard of hearing is available
  - Accessible seating for participants with mobility disabilities is available
  - Stage and projector screen is easily visible (if in use)
  - Restrooms with accessible stalls are located near event location(s) (better way to explain)
  - Clear signage indicates location of accessible restrooms and elevators
  - Electric cords crossing walkways are covered

## Event Advertisements

Advertisements include brochures, flyers, position announcements, web flyers, email blasts, Facebook event pages, OSU Today event ads, etc.

All advertisements must include the following statement to ensure accessibility accommodations can be requested:

- *Accommodation requests related to a disability should be made by [specific date] to [sponsoring department contact person, phone number, and email address].*

## Informational Publications

Informational publications are considered any educational or informative materials and include brochures, pamphlets, reports, catalogs, etc.

All informational publications should include the following statement:

- *This publication will be made available in an accessible alternative format upon request. Please contact [sponsoring department contact name, phone number, and email address].*

## Accommodation Requests

Individuals attending campus events must be given the opportunity to request accommodations within a specific time period. See advertising document for more information.

Types of common accommodations include:

- Preferential seating
- Portable amplification systems
- Sign language interpreters
- Captioned media
- Alternative formats for printed materials
- Program relocation to a more accessible space

For questions regarding accommodations please contact [Disability Access Services](#), 541-737-7098

## Conferences or Program Registration Forms

Registration materials should include a statement describing procedures for requesting accommodation(s) along with a contact person. See advertising document for more information.

To help with advanced planning consider including the following on registration materials:

- *Please indicate the accommodation(s) that you need for your conference stay:*
  - \_\_\_ *Wheelchair accessible lodging*
  - \_\_\_ *Dietary restrictions*
  - \_\_\_ *Electrical power source for recharging batteries (specify voltage)*
  - \_\_\_ *Assistive devices (specify types)*
  - \_\_\_ *Sign language interpreter*
  - \_\_\_ *Real-time captioning*
  - \_\_\_ *Assistive listening devices (specify types)*
  - \_\_\_ *Audio-taped materials*
  - \_\_\_ *Sighted guides for assistance to and from specific sessions*
  - \_\_\_ *Large print*



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*Committed to success for the entire university community through equality, fairness, and understanding*

\_\_\_ *Braille*  
\_\_\_ *Other (specify)*

If lodging and/or meals are coordinated through the event, an opportunity must be provided to request accommodations related to diet and lodging.

When talking to hotels:

- Check with hotels to ensure they understand the level of their accessibility and have procedures for providing access to their facilities
- Determine an alternative plan for meeting rooms or facilities that are not accessible.

**For questions regarding accommodations for university sponsored events please contact [Disability Access Services](#), 541-737-7098**

**For questions regarding policies or accessibility in general please contact the [Office of Equity and Inclusion](#), 541-737-3671**

**This publication will be made available in accessible formats upon request to the Office of Equity and Inclusion.  
Please call, (541) 737-3556.**