

Society of Government Meeting Professionals
Northwest Chapter
May 8, 2013

MEETINGS WITH UNIVERSAL ACCESS

Northwest  Center



A project in the Department of Rehabilitation
Medicine at the University of Washington

Supported by a grant from the
National Institute on Disability and
Rehabilitation Research
Grant #H133A110015



- TECHNICAL ASSISTANCE



- TRAINING



- INFORMATION DISSEMINATION



- RESEARCH



- PUBLIC AWARENESS



What Was The Intent Of The ADA?

- ❑ It was part of a civil rights movement
- ❑ It was meant to equalize opportunity by treating people with disabilities differently if necessary (quite different that treating everyone equally)



Agenda

- ❑ Accessible Location
- ❑ Hotel Reservations
- ❑ Meeting Registration
- ❑ Accessible Route
- ❑ Meeting Rooms
- ❑ Materials/Presentations
- ❑ Effective Communication
- ❑ Websites

BHAG

Big Hairy Audacious Goal



Age

- ❑ More than one-third (35 percent) of persons aged 65 and older report some type of activity limitation
- ❑ 20 percent of those 55-64
- ❑ 18.5%) Americans age 65 and over were in the labor force

Three Key Components

- ❑ Where the meeting is held,
- ❑ How the meeting room furniture is arranged,
- ❑ How the meeting information is communicated.



Accessible meeting location

First

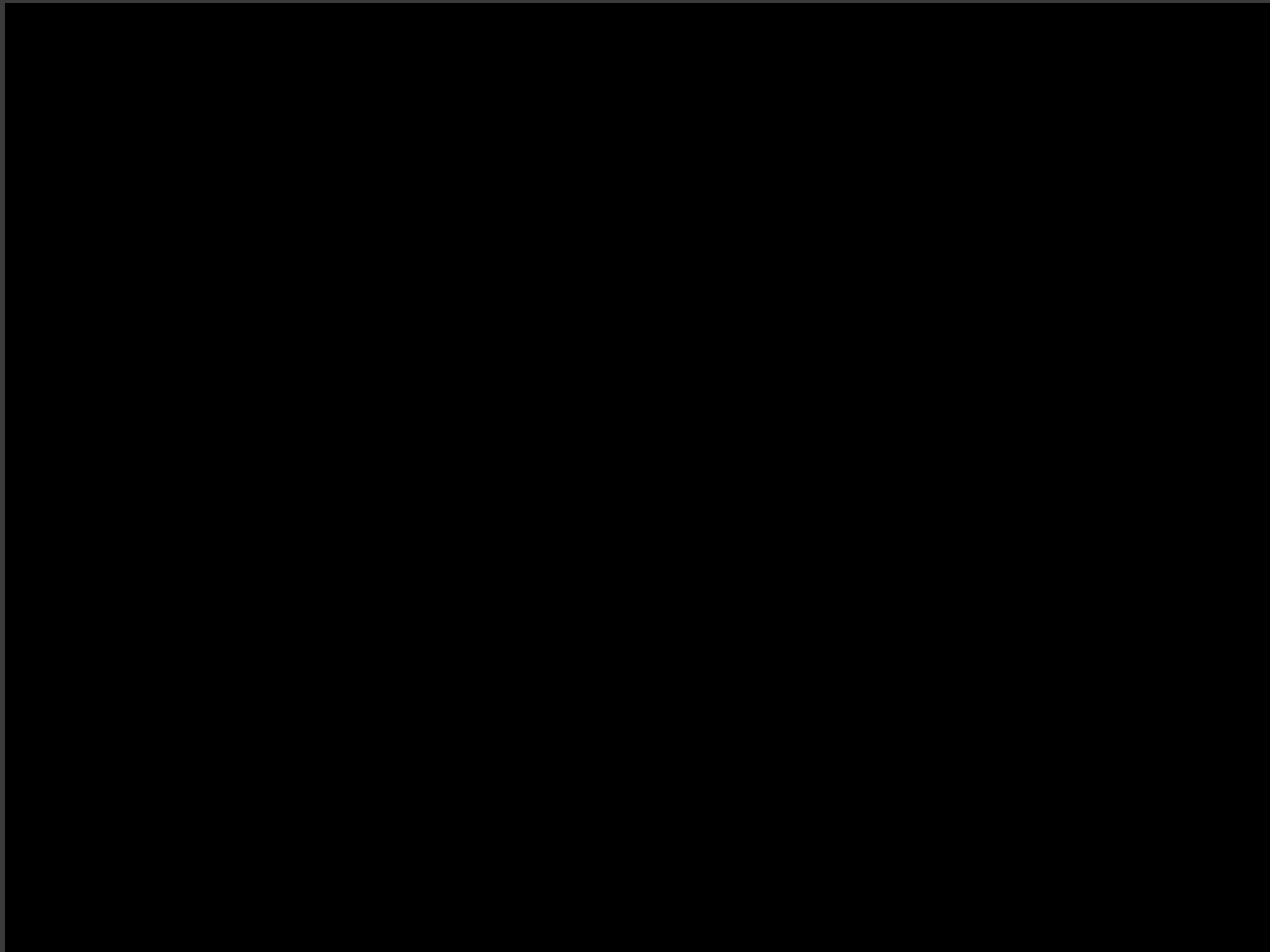
- ❑ What type of meeting?
- ❑ If local also, maybe by car or bus (urban-suburban).
- ❑ Exterior access?
- ❑ Accessible taxi or cab service Airport?
- ❑ Consider people who do not drive.

2010 Standards Of Accessible Design

Accessible Route

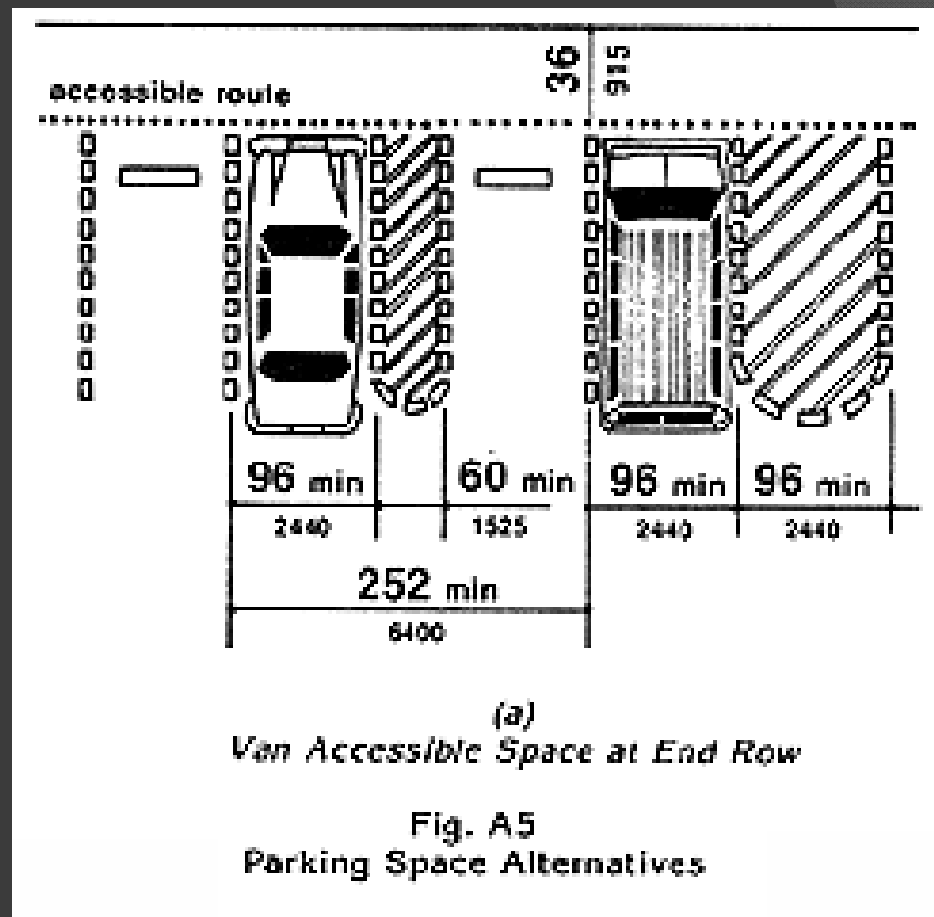
- ❑ A meeting site that is usable by most people with disabilities has, at minimum, the following six accessible features:
- ❑ Feature 1 **Parking and Passenger Drop-Off Areas**
- ❑ Feature 2 **Routes to the Building Entrance**
- ❑ Feature 3 **Building Entrance**
- ❑ Feature 4 **Routes to the Meeting Space**
- ❑ Feature 5 **Meeting Space**
- ❑ Feature 6 **Restrooms**

Corridor of Accessible Travel

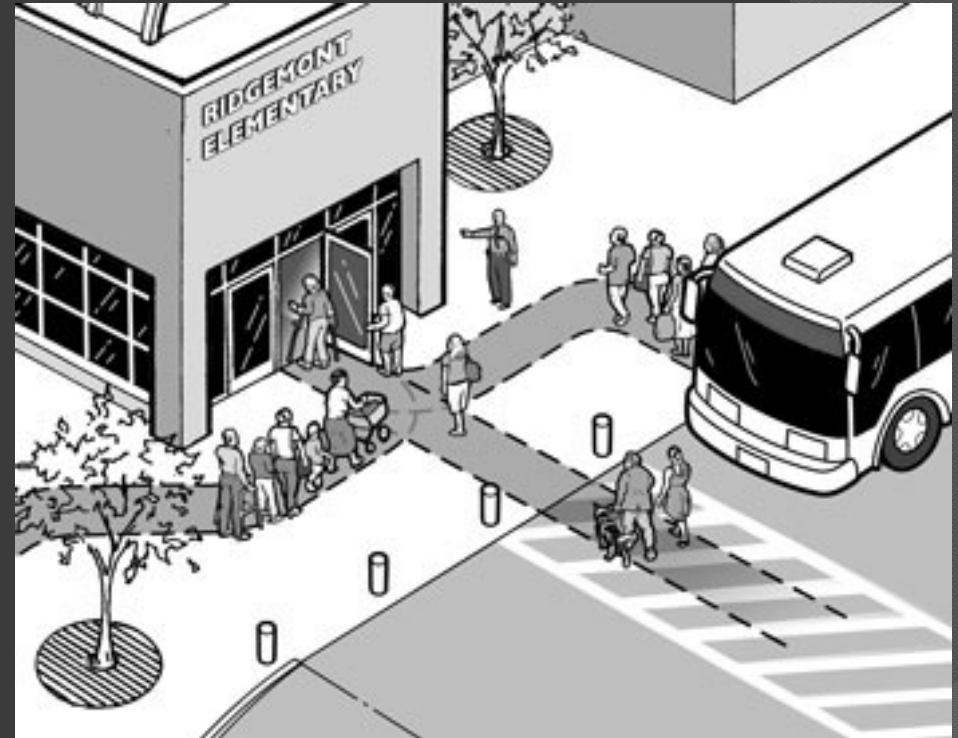
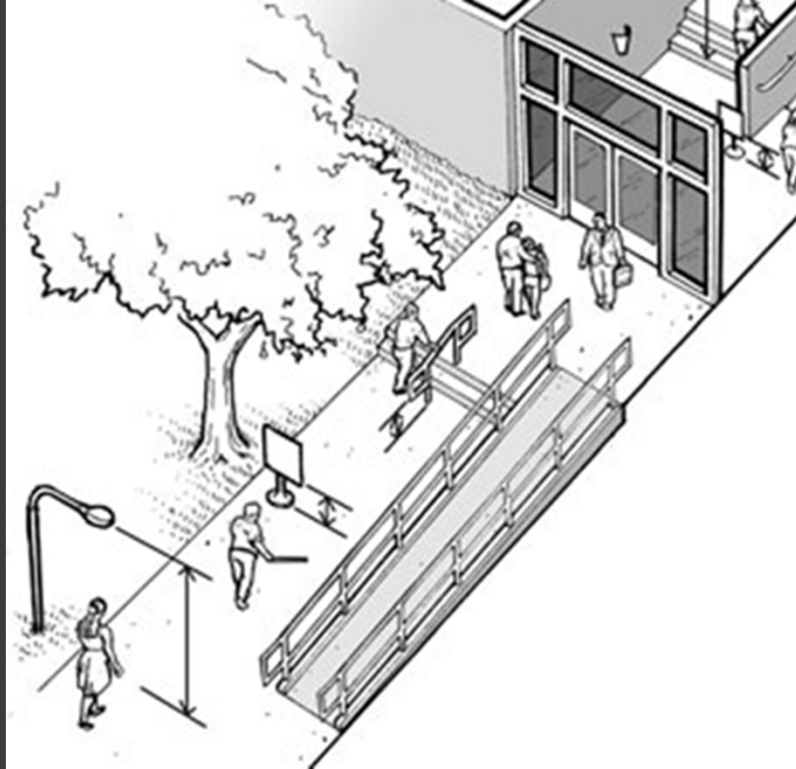


Parking

- 201-300 rooms = 7 parking spot
- For every six or fraction of six parking spaces, at least one shall be a van parking space
- Shall be located on the shortest accessible route from parking to an entrances



Routes to Building Entrance



Type of Use		Minimum Maneuvering Clearance	
Approach Direction	Door or Gate Side	Perpendicular to Doorway	Parallel to Doorway (beyond latch side unless noted)
From front	Pull	60 inches (1525 mm)	18 inches (455 mm)
From front	Push	48 inches (1220 mm)	0 inches (0 mm) ¹
From hinge side	Pull	60 inches (1525 mm)	36 inches (915 mm)
From hinge side	Pull	54 inches (1370 mm)	42 inches (1065 mm)
From hinge side	Push	42 inches (1065 mm) ²	22 inches (560 mm) ³
From latch side	Pull	48 inches (1220 mm) ⁴	24 inches (610 mm)
From latch side	Push	42 inches (1065 mm) ⁴	24 inches (610 mm)

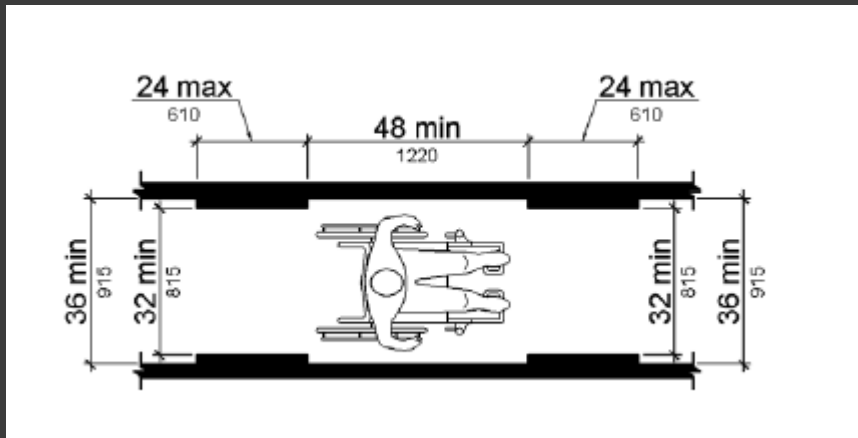
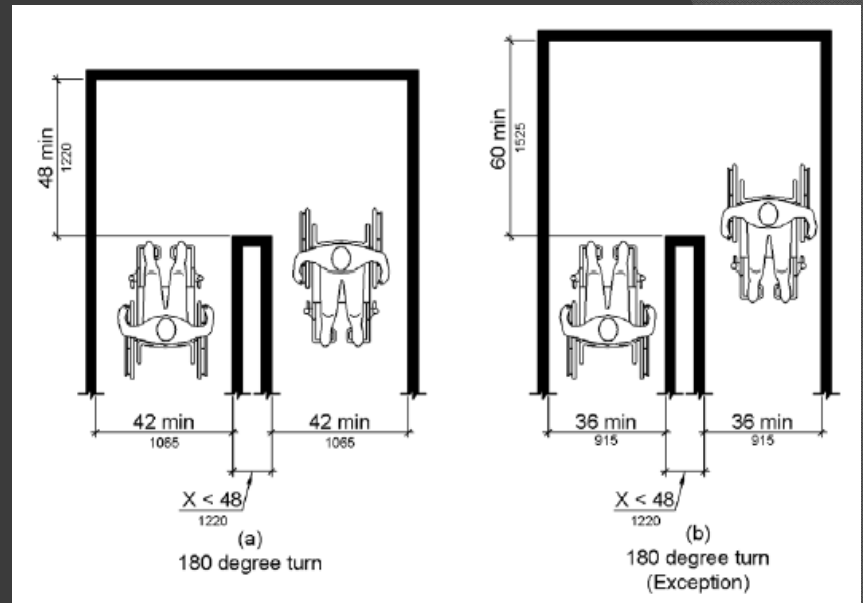
Building Entrance

- ❑ If Accessible
- ❑ Double Doors
- ❑ How Hard To Open
- ❑ If Not Accessible-signage

Route to Meeting Space

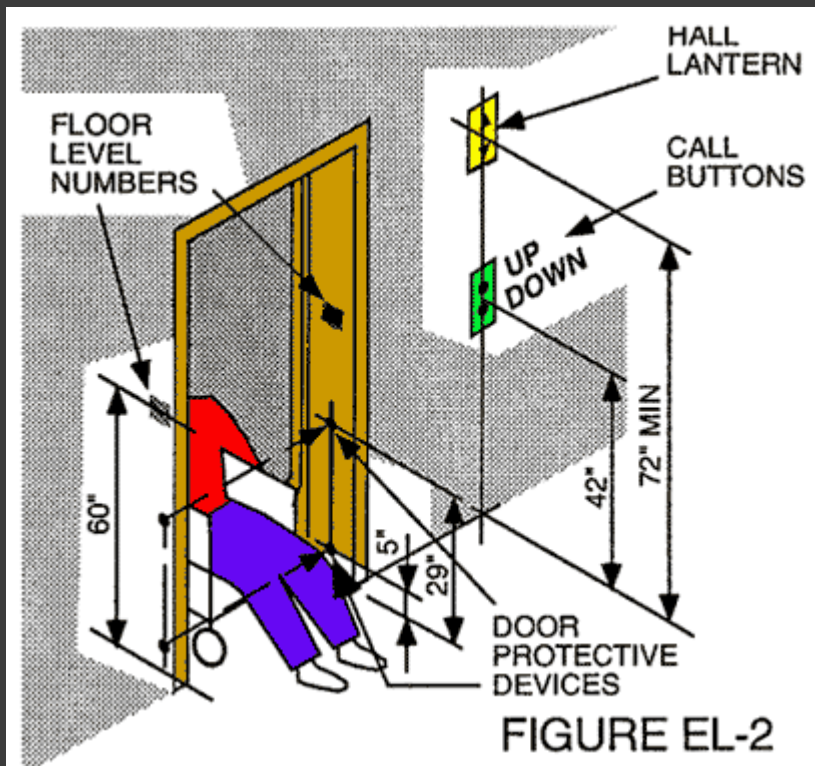
- ❑ Slope
- ❑ Changes in Level.
- ❑ Clear Width 36 inches
- ❑ Doors clear width of 32 inches
- ❑ Maneuvering Clearance
- ❑ Ramps

Route to Meeting Space

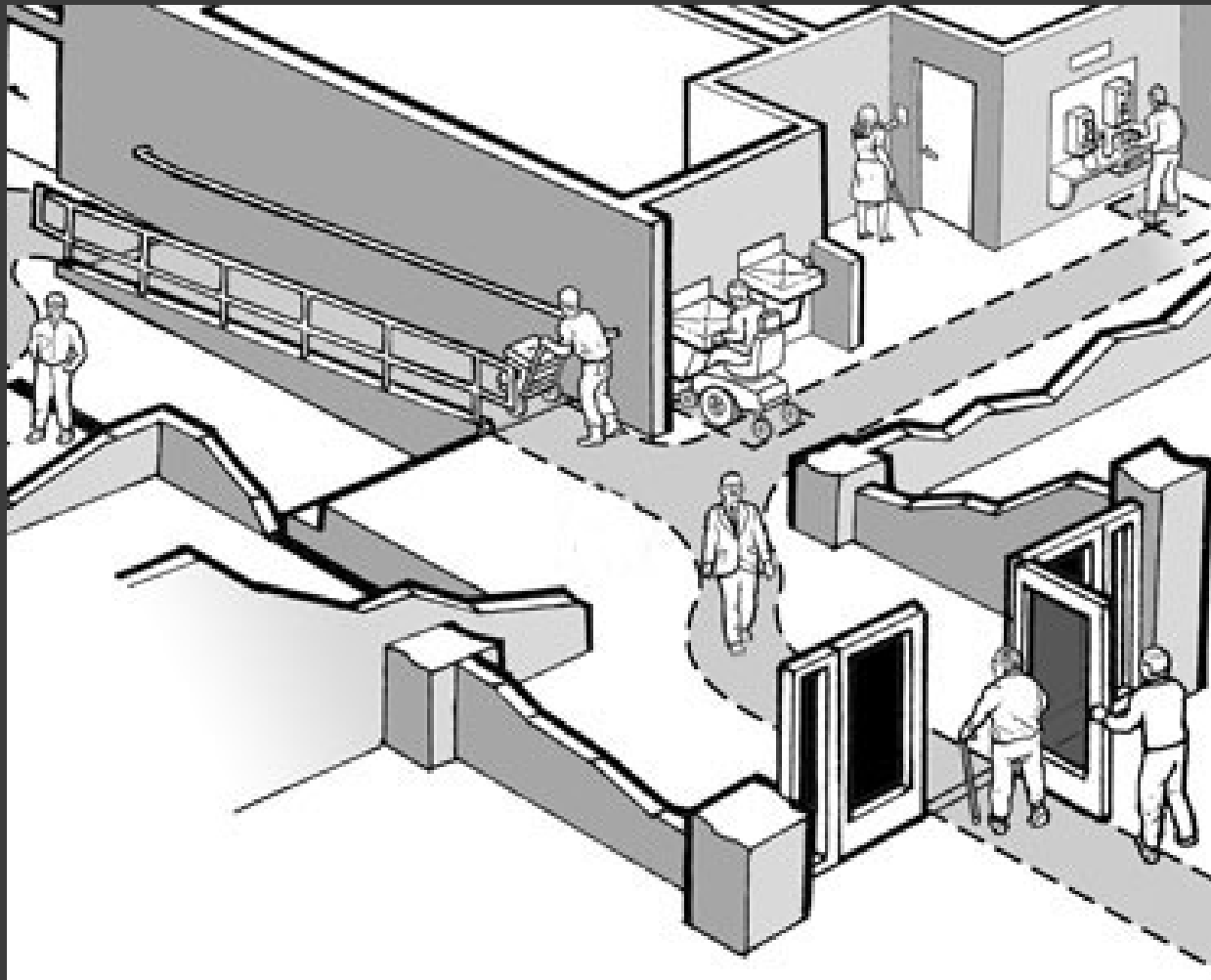




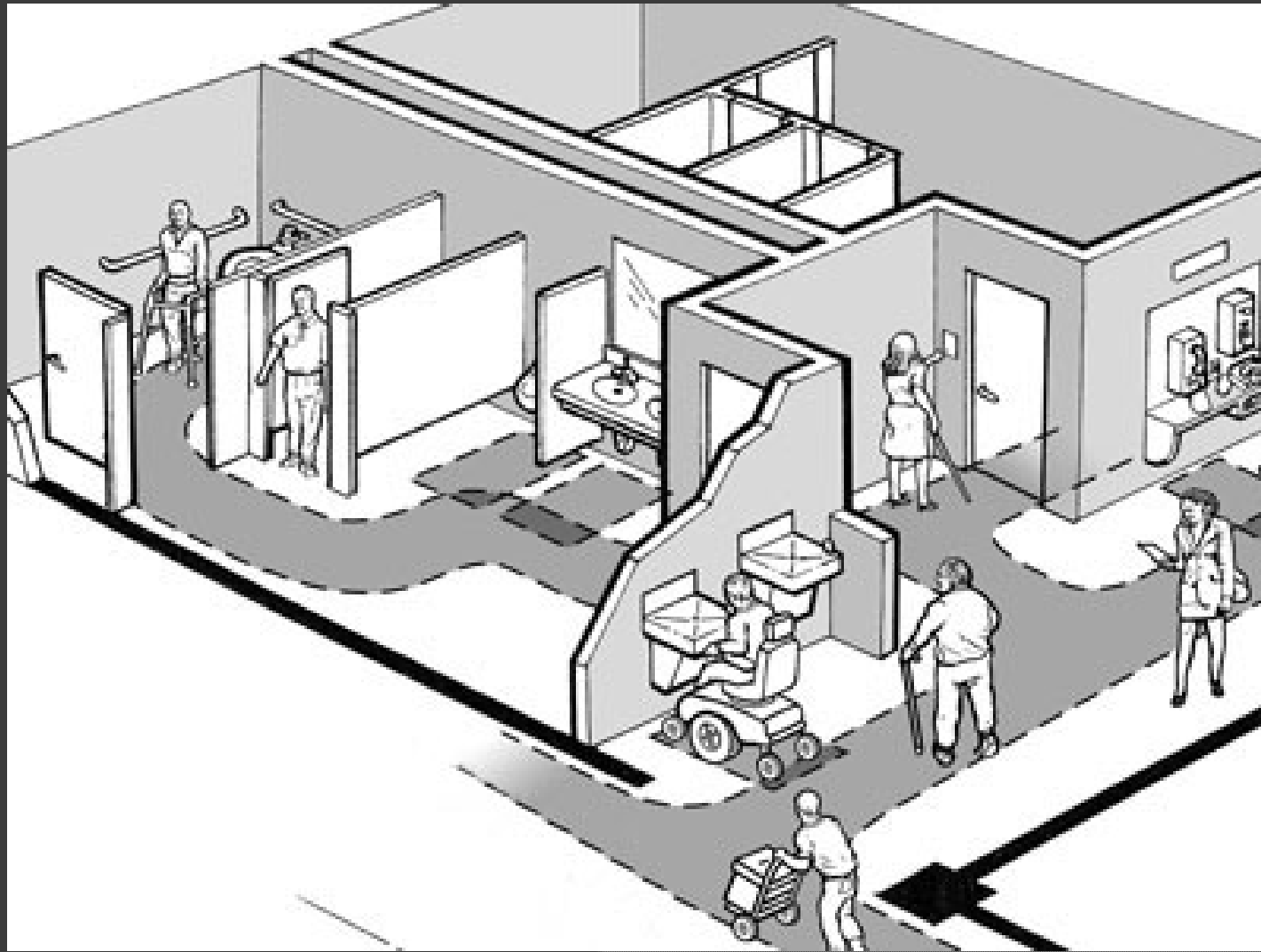
Elevators



Route to Meeting



Accessible Rest Rooms



Conference Registration

Registration

- ❑ Accessible online registration;
- ❑ Notice to ask participants if they need accommodations;
- ❑ Notice of fragrance free policy; and
- ❑ Access for personal assistants and service animals.
- ❑ Accessible Web Site

Sample registration questions

□ **Sample registration questions**

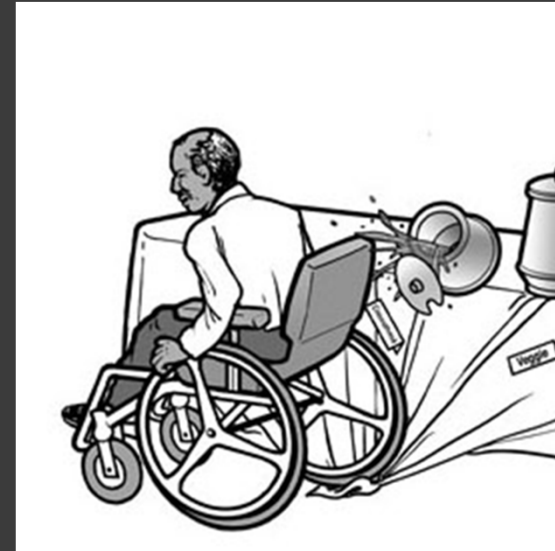
I will need the following accommodations in order to participate:

- ASL Interpreter
- Note taker
- Open captioning
- Large print
- Braille
- Audio cassette
- Wheelchair access
- Assistive listening device
- Disk (format):
- Special diet.
- An assistant will be accompanying me. Yes No

Accessible Meeting Rooms

Some Items

- ❑ Seating Locations (36")
- ❑ Registration Table
- ❑ Refreshment Table
- ❑ Protruding Objects
- ❑ Lighting & Seating for Communications
- ❑ Podiums
- ❑ Accessible Staging



Hotel Reservations

Hotel Reservation Requirements

- ❑ Reservations made by any means, including third party.
- ❑ Can make reservations for accessible guest rooms during the same hours and in the same manner as other individuals.
- ❑ Identify and describe accessible features in the hotels and guest rooms offered through its reservations service in enough detail to reasonably permit independent assessment whether a given hotel or guest room meets his or her accessibility needs;
- ❑ Ensure that accessible guest rooms are held for use by individuals with disabilities until all other guest rooms of that type have been rented.
- ❑ Reserve, upon request, accessible guest rooms or specific types of guest rooms and ensure that the guest rooms requested are blocked and removed from all reservations systems
- ❑ Guarantee that the specific accessible guest room reserved through its reservations service is held for the reserving customer, regardless of whether a specific room is held in response to reservations made by others..

Hotel Registration



Accessible Rooms



Conference On-Site Registration



Presentations/Speeches

Invitational and Promotional Materials

Program Guide

- Alternative Format
 - Large Print
 - Braille
 - Electronic
- Pdf

Handouts/Presentations

□ 1. Contrast

Effective

**Not as
effective**

<http://www.lighthouse.org/accessibility/design/accessible-print-design/making-text-legible/>

Type Color

Effective

**Not as
effective**

Point Size

This type size is effective.

This type size is not as effective.

This type size is effective.

This type size is not as effective.

Leading

Leading, or spacing between lines of text, should be at least 25 to 30 percent of the point size. This is because many people with partial sight have difficulty finding the beginning of the next line while reading.

Effective leading

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Not effective leading

Font Family

Roman typefaces are effective.

Decorative typefaces are not as effective.

Sans-serif typefaces are effective.

Condensed typefaces are not as effective.

Font Style

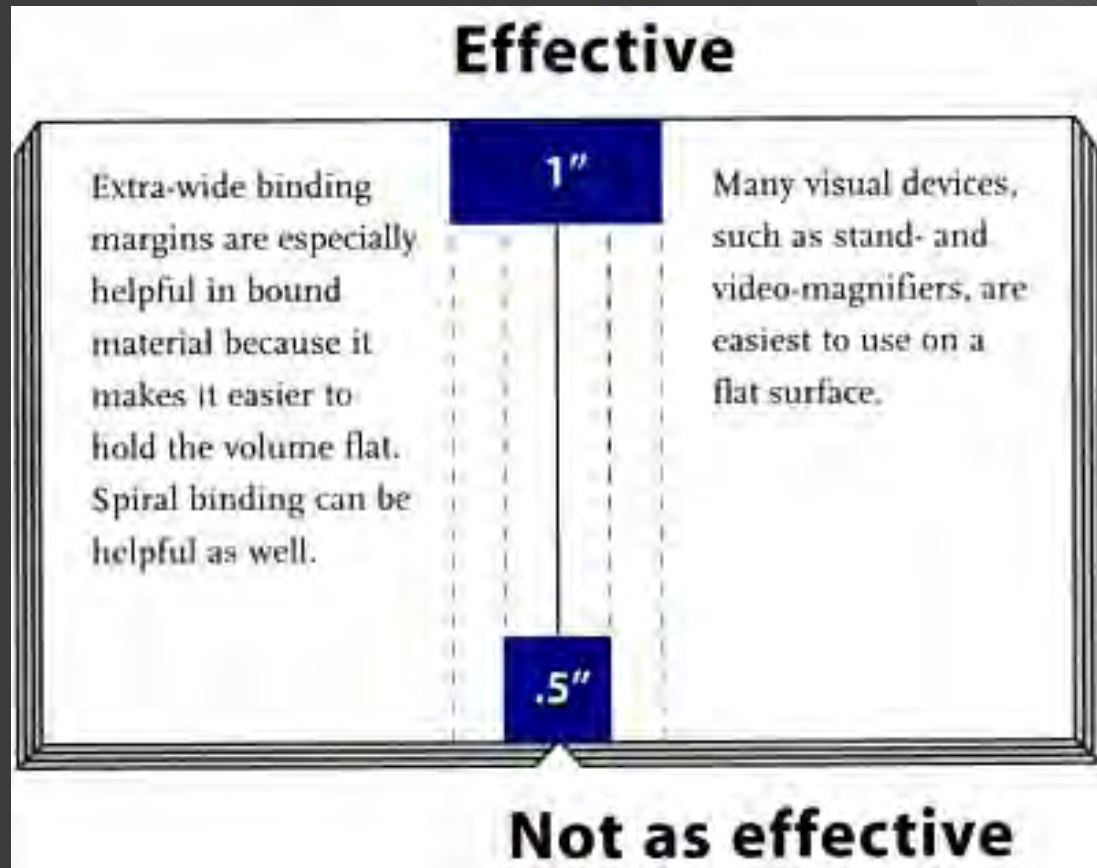
Upper and lowercase type is effective.

Italic type is not as effective.

Upper and lowercase type is effective.

Italic type is not as effective.

Margins



□ Paper Finish

- Glossy finish can lessen legibility because of glare.

Documents

- ❑ Large Print
- ❑ Use Headers
- ❑ Images must have descriptions
- ❑ PDFs are troublesome
- ❑ Braille: need lead time

Effective Communications

Auxiliary Aids

- ❑ Understand the meeting's presentations and to participate in the discussions
- ❑ Qualified interpreters, notetakers, real-time captioning, written materials, assistive listening systems, and open and closed captioning.
- ❑ Qualified readers, notetakers, texts on CD, audio recordings, Brailled materials, and large print materials

Websites

Website Accessibility

- ❑ Navigations
- ❑ Page Appearance
- ❑ Link/Hyperlinks
- ❑ Keyboard Shortcuts
- ❑ Scripts
- ❑ Color
- ❑ Images Described
- ❑ Forms are Accessible
- ❑ Tables are Accessible
- ❑ Audio has Text Scripts
- ❑ Video has Captioning

Etiquette and Respectful Interactions



PREFERRED

accessible parking/accommodations

children with disabilities

Individual without a disability

individual with a physical disability

individual with a spinal cord injury

individual with multiple sclerosis
(MS)

individual who uses a wheelchair

individual who is blind or has low
vision

individual who is deaf or hard of
hearing

AVOID

handicapped accessible

special children

able-bodied; normal; whole

crippled, handicapped; deformed;
defective

quadriplegic; paraplegic;
incapacitated

person who suffers from MS

wheelchair-bound/confined to a
wheelchair

the blind

the deaf; deaf and dumb; mute;
hearing impaired

PREFERRED

individual with burns

individual of short stature

individual who had a stroke

individual with a cleft lip/cleft palate

Individual with a congenital disability

individual with epilepsy or a seizure disorder

Individual living with HIV or AIDS

individual with a learning disability

Individual with an intellectual disability

Individual with dyslexia

Individual with a psychiatric disability or with a mental health diagnosis

AVOID

burn victim; disfigured

dwarf or midget

stroke victim/suffered from a stroke

hare lip

deformed/person with birth defect

epileptic; spastic; person who has "fits" or "attacks"

HIV or AIDS victim

slow learner; retarded; stupid

slow; retarded; dim-witted

dyslexic

crazy; maniac; lunatic; demented; schizo; psycho; feeble-minded



Braille



**Accessible
Print**



**Assistive
Listening
Systems**



**Closed
Captioning**



Accessibility



**Sign Language
Interpretation**



Information



**Telephone
Typewriter
(TTY)**



**Access to low
vision**

The End

Hope that we answered
some of your needs around
Accessible Meetings

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