Diversity & Inclusion: Accessibility Planning for Meetings and Events

Voluntary Bar Leaders Conference
July 10-11, 2015
Eau Palm Beach Resort & Spa
CREATE AN ACCESSIBILITY COMMITTEE

Designate an ADA Coordinator
INCLUDE ACCOMMODATION LANGUAGE IN WRITTEN ANNOUNCEMENTS:

“\nIf you are a person with a disability and may require accommodation to fully participate in this event, please contact (designee) to request an accommodation at (phone number) or (e-mail).”
IDENTIFY RESOURCES FOR PERSONS WITH DISABILITIES

- U.S. Legal Support → Real-time captioning
- Florida Registry of Interpreters for the Deaf → Interpreters
IDENTIFY RESOURCES FOR PERSONS WITH DISABILITIES

- Video relay service - video
- Telecommunications relay service - text
AIM TO HAVE EVENT ON THE FIRST FLOOR

- Elevator if event is not on the first floor
CONSIDER VENUES THAT WELCOME PERSONS WITH DISABILITIES AND RECOGNIZE THEIR NEEDS

- Provide designated accessible parking and restrooms
OPEN TO COLLABORATION

- Table settings
- Table configurations
- Stage set-up
High Top Tables: DO’s and DON’Ts
Table Configuration: DO’s and DON’Ts
Table Heights
Stages: DO’s and DON’Ts
Questions?