



Communication and Physical Access Guide

Planning College Events for People Who Have Physical Disabilities

When planning college events on or off campus, the following must be considered:

Is the facility (building, theatre, stadium, etc.) accessible to a person who uses a wheelchair?



-Have you publicized that your event will be accessible for people who have mobility impairments? Have you include the international access logo shown below at the bottom right hand corner of your advertisement?

-Is the facility entered on ground level or ramped?

-Are outside doors able to be used independently by persons using a wheelchair or having some other mobility impairment?

-If the main entrance is not accessible, is signage showing alternate access available?

Once inside, are all the floors accessible to wheelchair users, persons with mobility impairments or persons who are blind or have visual impairments?

-Is there an elevator to all floors?

-Are the elevators marked with Braille or raised letters?

-Is there dispersed wheelchair seating or unobstructed view seating?

Are there men's and women's restrooms close to the meeting area?

-Are entrance doors wide enough for wheelchair users?
The proper width is **32** inches.

-Are sinks, mirrors and paper towel dispensers accessible?

-Are there wheelchair accessible stalls?

Is Handicapped Parking available?

-Are spaces marked with the HP symbol?

-Are spaces close to the main entrance?

If transportation is being provided, have accommodations been made for wheelchair users?

-Have you scheduled wheelchair accessible buses or vans?

Is food areas wheelchair accessible?

-Are buffet areas, bars and seating tables accessible to wheelchair users?

Planning College Events for People Who Are Deaf and Hard Of

Hearing

*Deaf and hard of hearing persons use varied modes of communication. Please be sure to make the most appropriate accommodation.

Have you arranged for an interpreter to be present at your event?



-Have you publicized that interpreters will be provided at your event by placing the interpreting logo shown below at the bottom right hand corner of your advertisement?

Is your event visually accessible for Deaf and hard of hearing attendees?

-Have you reserved a section at the front of the audience for Deaf and hard of hearing people?

-If slides or overheads are used, will there be an alternate light source (i.e. spotlight) so that the interpreter will remain visible?

-Is there an appropriate backdrop? Visually distracting patterns and backlighting must be avoided. For the background, a blue curtain would work well.

-Have you provided space for the interpreter(s) on the stage next to the speaker, as well as extra seating, if necessary, as near to the presenter as possible?

Are you familiar with the interpreting process?

-At any event or meeting with multiple participants, it is important to regulate turn taking behavior so that only one participant is speaking at a time. It is impossible to accurately interpret more than one remark at a time.

-Be sure to give the Deaf participants any printed materials before the start of the presentation. It is not possible to watch the interpreter and read through distributed documents at the same time.

Have you arranged for other assistive equipment that may be required?

Planning College Events for Persons Who Are Blind or Have a Visual Impairment

Is your event accessible for persons with visual impairments?

-Have you reserved a section at the front of the audience seating for people who are blind or have a visual impairment?

-If slides or overheads are to be used, will they be made available in alternative format to people who are blind or have a visual impairment?

Have you arranged for handouts, surveys, programs, etc. to be put in alternative formats?

-Braille

-Audio Tape

-Large Print

-Computer Disk

Are you aware that blind people sometimes use a guide dog and that they must be allowed into the function?

Other service dogs include hearing dogs for the Deaf and hard of hearing and assistant dogs for wheelchair users and other people with mobility impairments.

If materials/forms are to be filled out at the event are there readers and/or scribes available?

Planning College Events for Persons Who Have a Learning Disability

Is your event accessible for persons with learning disabilities?

-If slides or overheads are to be used, will they be made available in alternative formats for people who have a learning disability?

Have you arranged for handouts, surveys, programs, etc. to be put in alternative formats?

-Audio Tape

-Computer Disk

If materials/forms are to be filled out at the event, are readers and/or scribes available?

Access Symbols for Advertisements

Any language accompanying these symbols should focus on the accommodation or service, not on the individual who uses it. For example, "Ramped Entrance" may accompany the wheelchair symbol. This is important not only for individuals who use wheelchairs, but also for people with baby carriages, luggage, etc.



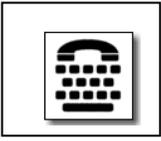
International Symbol of Accessibility:

The wheelchair symbol should only be used to indicate access for individuals with limited mobility, including wheelchair users. For example, the symbol is used to indicate an accessible entrance, bathroom or telephone that is lowered for a wheelchair user.



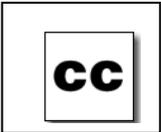
Sign Language Interpreted:

The symbol indicates that Sign Language Interpretation is provided for a lecture, tour, performance, conference or other program.



International Symbol for Teletypewriters:

TTY indicates a device used with the telephone for communication between Deaf, hard of hearing, speech impaired and/or hearing persons.



Closed Captioning (CC):

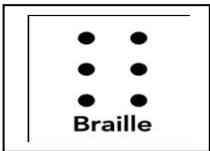
This symbol indicates that a television program or videotape is closed captioned. Televisions produced since 1993 have a built-in chip to display dialogue for programs that are captioned. For televisions without the chip, decoders are available upon request.



Assistive Listening System:

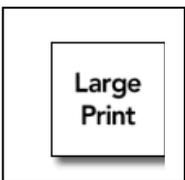
These systems transmit amplified sound via hearing aids or head sets. They include infrared, loop and FM systems.

-A Frequency Modulation (FM) System is a wireless amplification system that consists of a microphone, transmitter and receiver which allows the listener to hear the speaker's voice in noisy situations.



Braille Symbol:

This symbol indicates that printed matter is available in Braille, including exhibition labeling, publications and signage.



Accessible Print (18 pt. Or Larger):

The symbol for large print is "Large Print" printed in 18 point or larger text. In addition to indicating that large print versions of books, pamphlets, museum guides and theater programs are available, the symbol may be used on conference or membership forms to indicate that large print materials will be provided.



Audio Description for TV, Video and Film:

This service makes television, video and film more accessible for persons who are blind or have low vision. Description of visual elements is provided by a trained Audio Describer through the Secondary Audio Program (SAP) of televisions and monitors equipped with stereo sound.



Live Audio Description:

Live Audio Description is a service for people who are blind or have low vision that makes visual and performing arts accessible. A trained Audio Describer offers live commentary or narration (via headphones and a small transmitter) consisting of concise, objective descriptions of visual elements: for example, a theater performance or a visual arts exhibition at a museum.



Access (Other Than Print or Braille) for Individuals Who Are Blind or Have Low Vision:

This symbol may be used to indicate access for people who are blind or have low vision including: a guided tour, a path to a nature trail or a scent garden in a park, and a tactile tour of a museum exhibition that may be touched.



Computer Aided Real time Translation (CART)

A CART reporter, using a stenotype machine, laptop computer and real time software gives an instant translation of the spoken word into English text. A CART reporter does not provide the same service as an interpreter. CART brings spoken language into written form. It does not translate one language into another (i.e. American Sign Language to English).