



University of Idaho Accessibility Guidelines for Planning Events

All University of Idaho entities are responsible for ensuring that their programs, services and activities are accessible. This document offers a basic overview of accessibility considerations to think about when planning an event.

For further questions regarding accommodations, please contact the HR Business Partner team at hrrbp@uidaho.edu or 208-885-3638.

Why is Accessibility Important?

Under the Americans with Disabilities Act (ADA), the University of Idaho is required to provide access to programs and services to all qualified participants regardless of disability. We strive to be inclusive to all members of our community including, but not limited to, those with disabilities.

Accessible events can enhance the experience of all participants by creating a more diverse group. Also, many accessibility considerations can benefit everyone—such as good lighting and sound, wide walkways, captioning, etc.

Event Planning Considerations

Timing

Avoid scheduling events during major religious holidays and festivals. Be mindful of the global community.

Parking and Access Route

- Parking
 - Locate nearby ADA designated parking:
<https://www.uidaho.edu/infrastructure/parking/parking-maps>
- Route and Entrance
 - Route from ADA parking to event entrance is flat and paved
 - A ramp is available if exterior steps lead to entrance
 - Clear signage to an accessible entrance is present (if main entrance is inaccessible)
 - The door is automatic or held open, or has a lever style handle (not a knob) and is relatively light
 - Exits are clearly identified and accessible

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. There should be no less than 48 inches

between tables, and they should not be higher than 34 inches.

- If food is served, signage indicates food allergens and participants have the ability to make requests based on food allergies
- Clear signage indicates the location of accessible restrooms, elevators, etc., that are closest to your event.
- The lighting is good
- Stage and projector screen are easily visible (if in use)
- The acoustics are good. In rooms where audio will be amplified (microphones), assistive listening devices are available for participants who are hard of hearing
- Reserved seating is available near the front for participants who are deaf or hard of hearing
- Electric cords that cross walkways are covered
- Access and space for service animals is available, along with toileting area for service animals.
- Emergency exits are accessible and clearly identified, as are areas of refuge for individuals who may require rescue assistance
- Fire and emergency alarms have both audible and visual signals

Overnight accommodations

If your event requires that participants find overnight lodging nearby, please review the list of [wheelchair accessible hotels](#). You may want to use the International Symbol of Accessible (at right) to identify wheelchair accessible hotels.



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.
 - For example, some participants may need a refrigerator in their room for medications. Does a special request need to be made or do all rooms have a refrigerator?
- Determine an alternative plan for meeting rooms or facilities that are not accessible.

Determine the accessibility of any outside entertainment and transportation services offered to participants.

Accommodation Requests

Individuals attending campus events must be given the opportunity to request accommodations within a specific time. Advertisements and registration forms should include information on how to request accommodations.

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

Registration Forms

Registration materials should provide an opportunity to request accommodation(s), along with contact information. If lodging and/or meals are coordinated through the event, an opportunity must be provided to request accommodations related to diet and lodging.

A sample section to include on registration materials:

- *Please indicate the accommodation(s) that you need for conference participation:*

- Wheelchair access/accessible lodging*
- Service animals*
- Dietary restrictions*
- Allergy*
- Electrical power source for recharging batteries (specify voltage)*
- Assistive devices (specify types)*
- Sign language interpreter*
- Real-time captioning*
- Assistive listening devices (specify types)*
- Zoom or other virtual communication platform*
- Advance copy of slides to be projected*
- Audio-taped materials*
- Travel accommodations – Driving at dawn, dusk, or night, etc.*
- Sighted guides for assistance to and from specific sessions*
- Large print*
- Braille*
- Other – Please specify: _____*

Event Advertisements

Advertisements include brochures, flyers, position announcements, websites, email blasts, Facebook event pages, the Argonaut, etc.

All advertisements should include information on how to request accessibility accommodations. A sample statement:

- If you need a disability-related accommodation or wheelchair access information, please contact **(Enter Name)** at **(Phone Number)** or by emailing **(Email Address)**. Accommodation requests should be made by **(Date two weeks in advance of the event)**.

Informational Publications

Informational publications includes any educational or informative materials such as 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].*