All University of Idaho entities are responsible for ensuring that their programs, services, and activities are accessible. This document will provide basic guidance on accessibility during the planning process.

Why is Accessibility Important?
As a university, we strive to be inclusive to all members of our community including, but not limited to those with disabilities.

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.

Considering accessibility when planning events can enhance 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.

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

Job Applicants: If you have a job applicant that requests assistive devices to be available during their interview, or whatever their request may be to interview for an open position, please reach out to hrbp@uidaho.edu and your HR Business Partner so we can reach out to that applicant for you.

Accessible Route and Location Access Considerations
- Parking
  - Nearby ADA designated parking: [https://www.uidaho.edu/infrastructure/parking/parking-maps](https://www.uidaho.edu/infrastructure/parking/parking-maps)
- Route & Entrance
  - Route from ADA parking to event entrance is clear from obstruction or barriers (i.e. flat and paved)
  - A ramp is available where exterior steps lead to entrance
• Clear signage to an accessible entrance is present (if main entrance is inaccessible)
• The door has a lever style handle (not a knob) and is relatively light, if the door is not automatic or held open
• 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”)
  • Elevators – (access, location, ease of use, etc.)
  • Make sure 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.
  • 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 available near the front for participants who are deaf or hard of hearing
  • Access and space for service animals along with toileting area for service animals.
  • Stage and projector screen easily visible (if in use)
  • Clear signage that indicates the location of accessible restrooms, elevators, etc., that are closest to your event.
  • Electric cords crossing walkways are covered
  • Signage noted for food allergens (ability for participants to make request based on food allergens)

• Overnight accommodations:
  If your event requires that participants find overnight lodging in the nearby vicinity, please review the list of wheelchair accessible hotels. You may want to use the International Symbol of Accessibility (see below) to identify wheelchair accessible hotels.

\[\text{Image of wheelchair symbol}\]

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

• Emergency planning:
  • Exits are clearly identified and accessible
  • Fire and emergency alarms have both audible and visual signals
  Identify areas of refuge for individuals who may require rescue assistance
Event Advertisements
Advertisements include brochures, flyers, position announcements, web flyers, email blasts, Facebook event pages, The Daily Register, and the Argonaut, etc.

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

- 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) (Requests should be made at least 2 weeks in advance).

Informational Publications
Informational publications are considered to be 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.

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 accommodation’s, please contact HR Business Partners at: hrbp@uidaho.edu or by calling 208-885-3638.

Conferences, Program and Applicant Request 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 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: ______________________________________
  ______________________________________________________________

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.
    o 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.

For questions regarding accommodations for university sponsored events for Faculty and Staff please contact your HR Business Partners at: hrbp@uidaho.edu, or by calling 208-885-3638 to be directed to the appropriate HR Business Partner.

For questions regarding accommodations for university sponsored events for Students please contact Center for Disability Access and Resources (CDAR) at cdar@uidaho.edu, or by calling 208-885-6307.