What Makes a Meeting Accessible?
Great Lakes ADA and Accessible IT Center
August 17, 2004 || Audio Conference Series

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Health, Wellness and Aging with Disability

Be a Savvy Health Care Consumer
Your Life May Depend on It!

By Jane Isaacson Kaufman
Disability Policy Consultant

Living and Lasting on Shaky Ground:
Earthquake Preparedness for People with Disabilities
www.cdihp.org
– Products
– Evacuation Preparedness
Objectives
• Overview of access issues to attend to when planning & conducting a meeting:
  – Space planning,
  – Catering staff,
  – Written & oral communication,
  – Tips for presenters,
  – Resources.

Intended Outcomes
• Meeting planners are knowledgeable about what needs to be done to achieve access.
• Commitment to access gets woven into your meeting planning culture.
50 Million Americans with Disabilities in US - About One in Five

Source: 2000 U.S. Census Bureau; all categories not mutually exclusive; persons may also have more than one disability.

I. Parking

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<tr>
<td>1</td>
<td>A. Self-parking lot has appropriate ratio of accessible spaces: ≤ 25(1), ≤ 50(2), ≤ 75(3), ≤ 100(4), ≤ 150(5), ≤ 200(6).</td>
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<td>2</td>
<td>B. Each &quot;accessible&quot; parking space is identified by a sign that is visible to approaching drivers.</td>
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<td>3</td>
<td>C. Curb ramp between parking spaces is level at top and bottom.</td>
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Parking

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<td>1</td>
<td>Self-Parking / Spaces Only evaluate the spaces. If spaces are far from office entrance, note this here. Use this area to note path of travel issues (have to go behind parked cars).</td>
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<td>2</td>
<td>Sign Identification Is there clear posting (Sign) Are the painted lines visible. If not clear, explain.</td>
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<td>3</td>
<td>Curb Ramp Level This is the curb cut or incline from the parking space. How the Member gets from the parking space to the sidewalk or walkway.</td>
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• Are 8 foot wide spaces, with minimum 8 foot wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?
  – At least one of every 8 accessible spaces must be van accessible (with a minimum of one van accessible space in all cases).
  – Two accessible parking spaces may share a common access aisle.
COMMUNICATION ACCESS

TTY - Telecommunication device w/ keyboard & visual display for people who are deaf, hard of hearing, or have a speech disability.
MUST PROVIDE AUXILIARY AIDS & SERVICES

• To ensure communication access

Assistive Listening Systems
Qualified interpreters

— Are able to interpret effectively, accurately, & impartially, both receptively & expressively, using any necessary specialized vocabulary
Computer-aided transcription services: (CART):

- Real-time reporters trained as court stenographers w/ medical terminology expertise type what is said in meeting & text is immediately displayed on video monitor or projection screen.
Audio Description
makes visual productions more meaningful to people with vision loss.

• Descriptive narration enables people with no or partial vision to hear narration on headsets
• Descriptions of key visual elements are blended into natural pauses in soundtracks :
  • Actions
  • Graphics
  • Settings
  • Scene changes
• Good Practices
  – Text of forms & other documents kept on computer enable large print or disk format to be made quickly.
  – Establish by contracts (or in-house) Braille transcription & audio recording services.
Room Setup

Room Set-up Options

The room setups listed here are only available in the Leoro C. Morris Auditorium, Board Room, 106A, 106B and 106C. All secondfloor meeting rooms are setup Broadway-style.
Front row wheelchair position
Omit one chair

Interpreter
30" x 48" clear floor space

midpoint position for two wheelchairs
omit six chairs

30" x 48" clear floor space
back row wheelchair position
omit one chair

if doors are narrow or heavy, they should be propped open
back or front row position for two wheelchairs
omit three chairs

Theater Style Plan
(with movable seating)

table or lapel mikes for disabled speakers

contrasting backdrop behind interpreter and speakers reduces glare
curbs and handrails each side

smooth, feathered edge

Accessible Speaker's Platform
Resources ....

Q & A
That's It!