

# What Makes a Meeting Accessible?

Great Lakes ADA and Accessible IT Center

August 17, 2004 || Audio Conference Series



JIK GPAM 8/04

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**Health, Wellness and Aging with Disability**

2000  
Edition 4.0

By June Isaacson Kailes  
Disability Policy Consultant

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

By June Isaacson Kailes  
Disability Policy Consultant

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**QES**  
Quebec Earthquake  
Preparedness Program

**Living and Lasting on Shaky Ground:  
Earthquake Preparedness for  
People with Disabilities**

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**EMERGENCY  
EVACUATION  
PREPAREDNESS**

**Taking Responsibility  
for Your Safety**

A Guide for  
People with  
Disabilities and  
Other Activity  
Limitations

By  
June Isaacson Kailes  
Disability Policy Consultant

[www.cdihp.org](http://www.cdihp.org)

- Products
- Evacuation Preparedness

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**A GUIDE TO  
PLANNING  
ACCESSIBLE  
MEETINGS**

By  
June Isaacson Kailes  
and Darrell James

**ilra**  
PROGRAM

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# Objectives



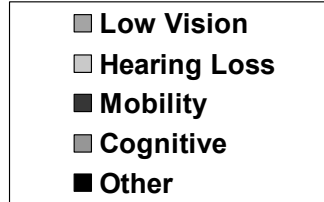
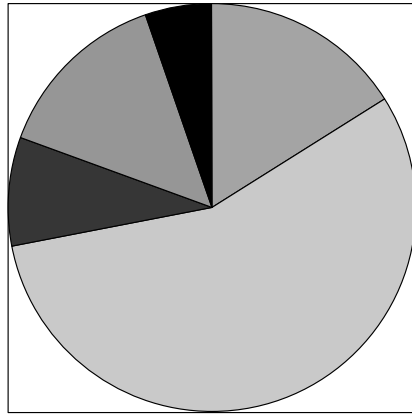
- **Overview of access issues to attend to when planning & conducting a meetings:**
  - Space planning,
  - Catering staff,
  - Written & oral communication,
  - Tips for presenters,
  - Resources.

# 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.

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I. Parking	
1	A. Self-parking lot has appropriate ratio of accessible spaces: $\leq 25$ (1), $\leq 50$ (2), $\leq 75$ (3), $\leq 100$ (4), $\leq 150$ (5), $\leq 200$ (6).
2	B. Each "accessible" parking space is identified by a sign that is visible to approaching drivers.
3	C. Curb ramp between parking spaces is level at top and bottom.

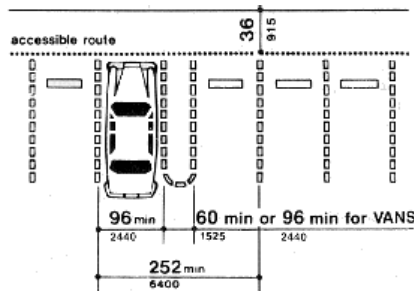
### Parking

1	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).
2	Sign Identification	Is there clear posting (Sign) Are the painted lines visible. If not clear, explain.
3	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.

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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 .



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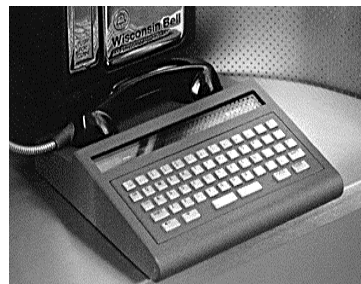


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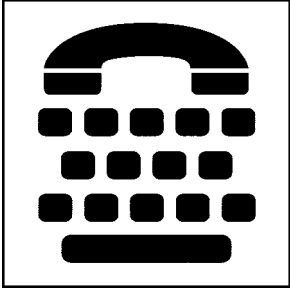
# COMMUNICATION ACCESS



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







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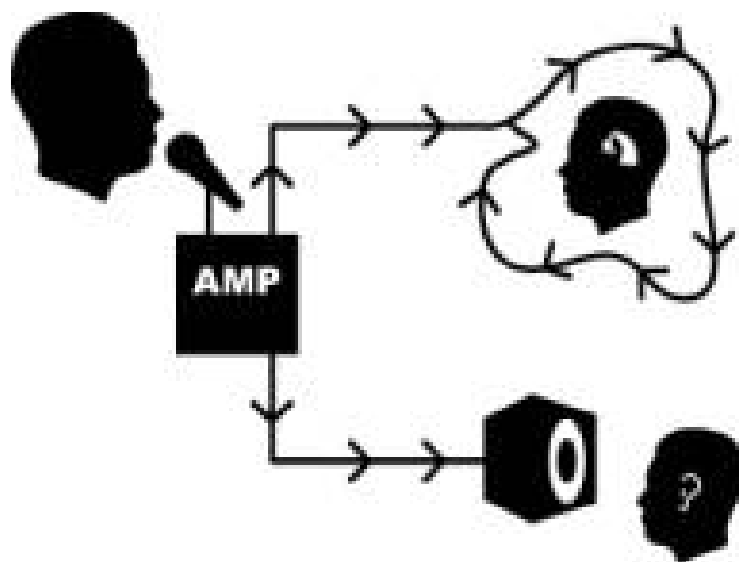
# MUST PROVIDE AUXILIARY AIDS & SERVICES

- **To ensure  
communication  
access**

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## Assistive Listening Systems



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## Communication Access Solutions

### “Pocket Talker Pro”



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## Qualified interpreters



- Are able to interpret effectively, accurately, & impartially, both receptively & expressively, using any necessary specialized vocabulary

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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.**

Computer-aided transcription services: (CART):



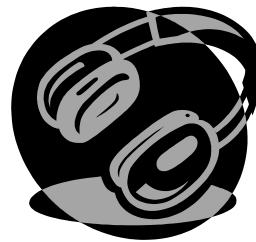


## Audio Description

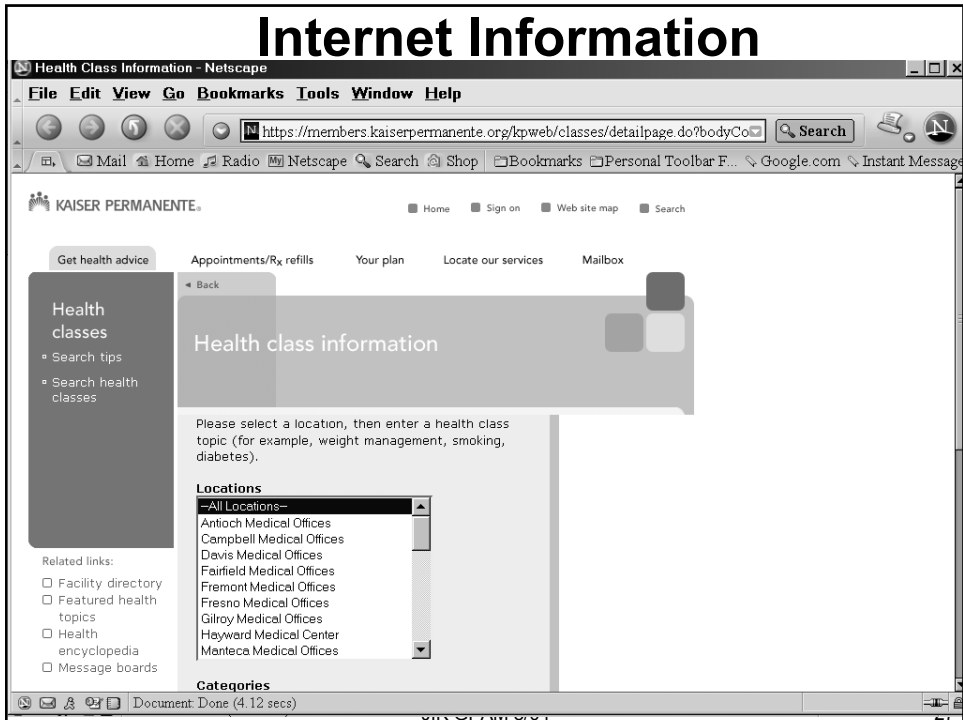
makes visual productions more meaningful to people with vision loss.

- 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

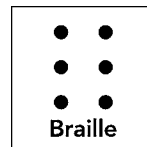


# Internet Information



- 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.

## Large Print



I'M WITH THE  
**BACHELORETTE'S**  
LAST NIGHT OUT PARTY!

MY NAME IS:

**Tracy**  
tracylynn

DWLZ Conference III  
Vancouver, WA  
May 2-4, 2003

Name Tags, 25/pkg \$2.50

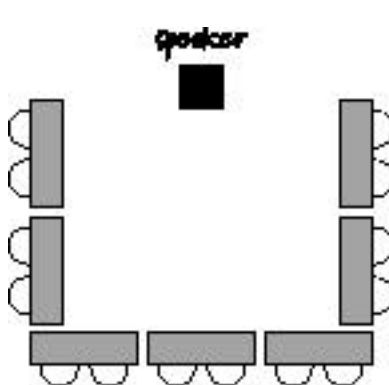
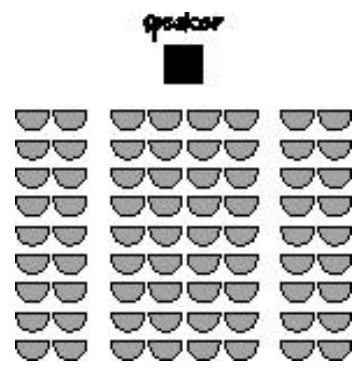
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Accessibility

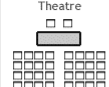
ACTION


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
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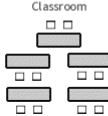



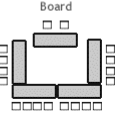
**Meeting Room Set-Up Styles**

**Theatre**  


**Square**  


**Round**  



**Classroom**  



**Board**  


# Room Setup

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## Room Set-up Options

*The room setups listed here are only available in the James C. Marvin Auditorium, Sheff4 Room 101A, 101B and 101C. All second floor meeting rooms are setup Boardroom style.*

**Theatre**  
 Auditorium Max. 300  
 Sheff4 Room 101A Max. 120  
 JCM 101B Max. 120  
 JCM 101C Max. 64

**U Shaped chairs**  
 Sheff4 Room 101A  
 JCM 101B  
 JCM 101C

**U Shaped tables**  
 Sheff4 Room 101A  
 JCM 101B  
 JCM 101C

**Circle chairs**  
 Sheff4 Room 101A  
 JCM 101B  
 JCM 101C

**Classroom**  
 Auditorium  
 Sheff4 Room 101A  
 JCM 101B  
 JCM 101C

**Boardroom**  
 Sheff4 Room 101A  
 JCM 101B  
 JCM 101C

**Hollow Square**  
 Sheff4 Room 101A  
 JCM 101B  
 JCM 101C

**Semi Circle**  
 Sheff4 Room 101A  
 JCM 101B  
 JCM 101C

**Banquet**  
 Auditorium  
 Sheff4 Room 101A  
 JCM 101B  
 JCM 101C

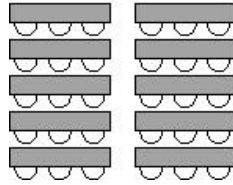
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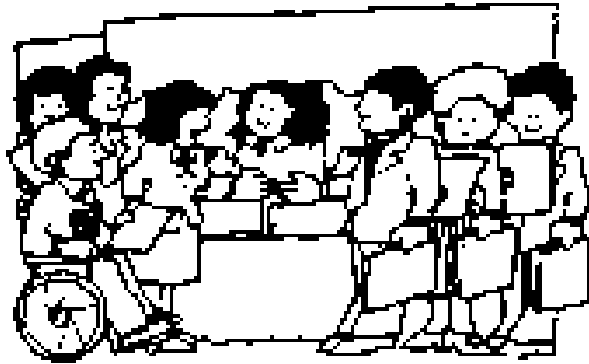
Speaker  
■



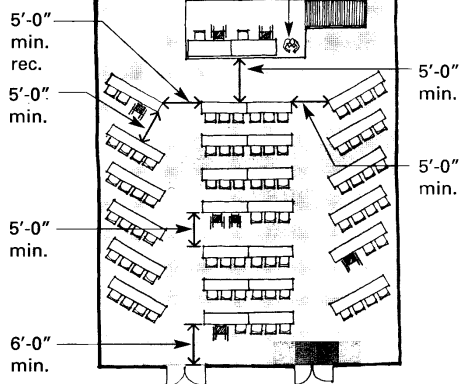
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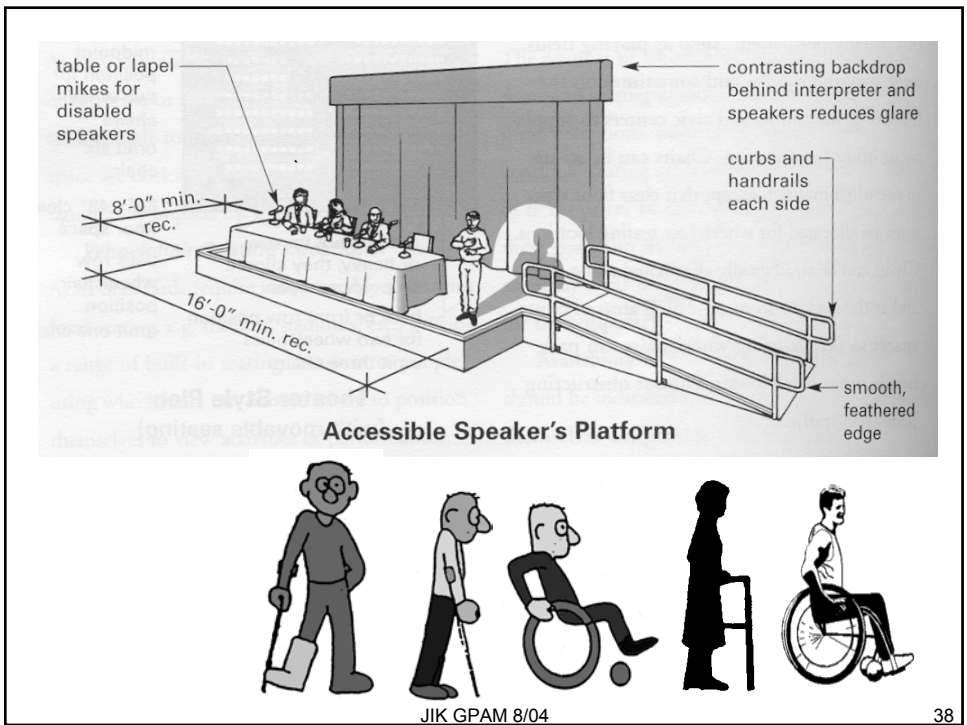
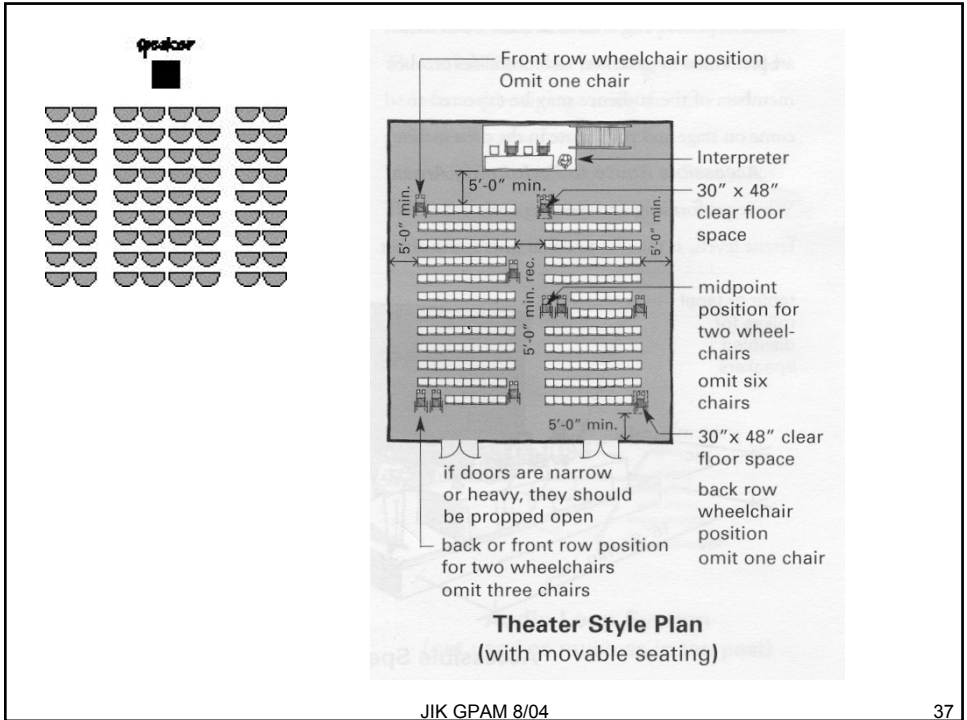
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5'-0" min. at wheelchair locations, all other locations use regular spacing



**Classroom Style Plan**  
(with loose tables and chairs)



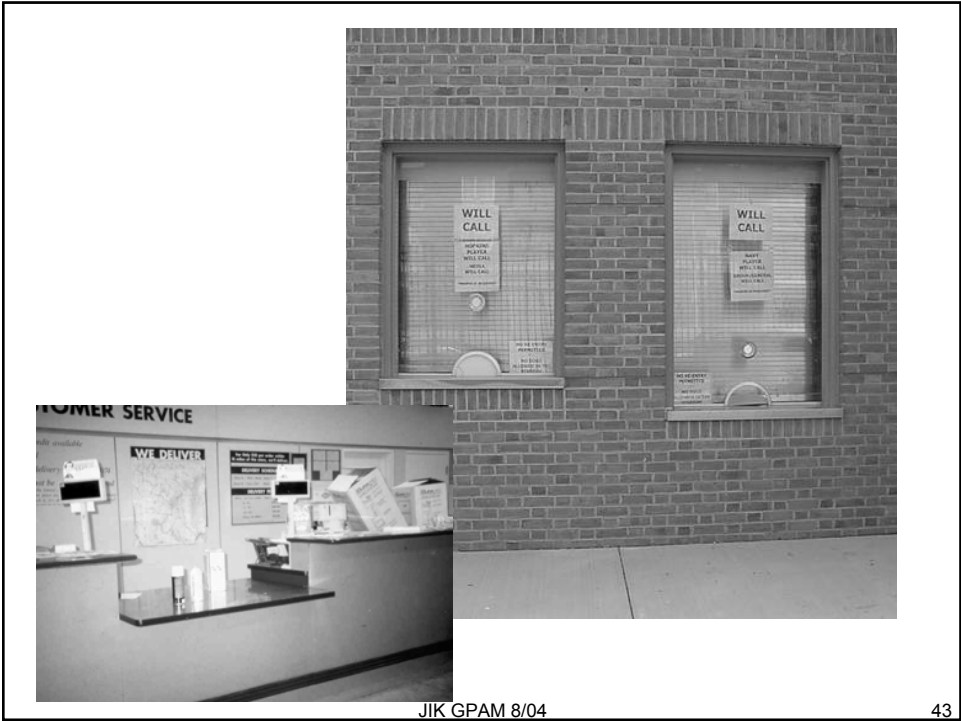


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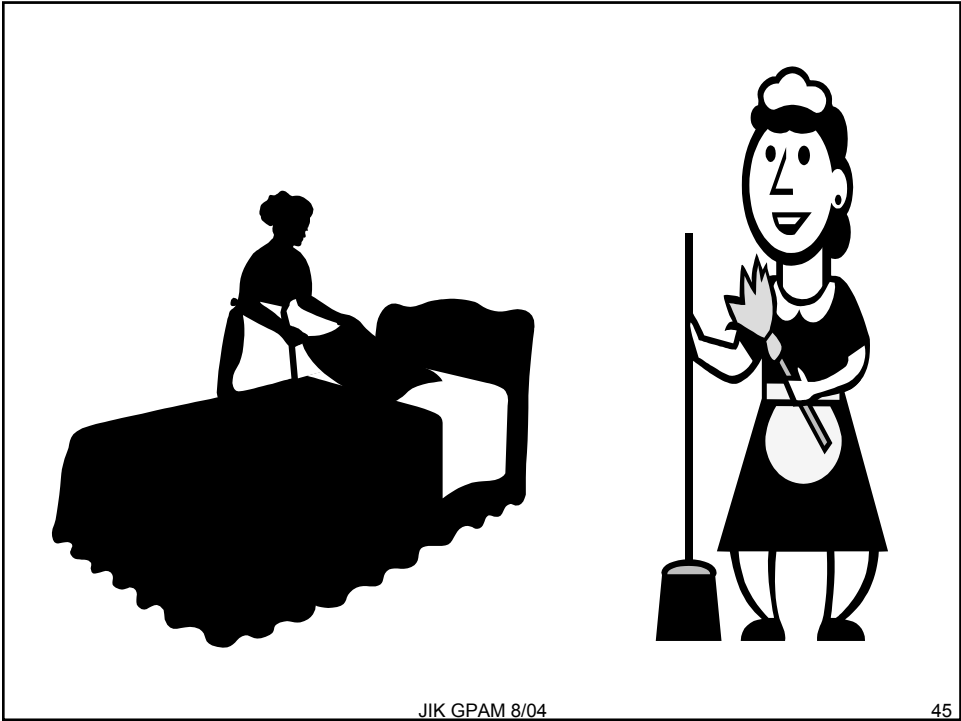




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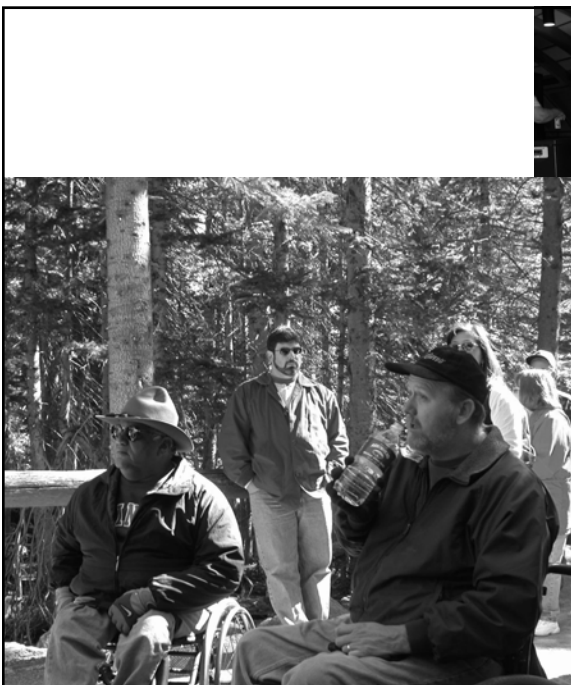


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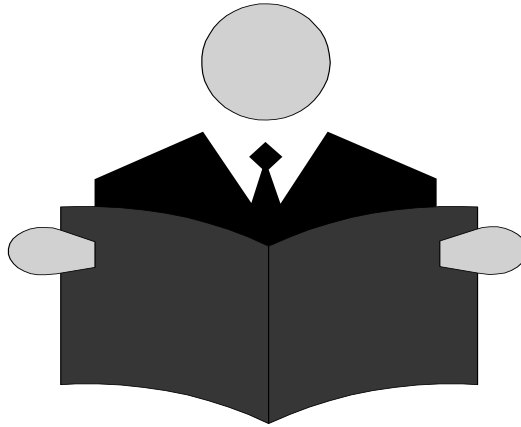
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# •Resources ....



# Q & A

