

Northwestern University
Accessible Event Guide

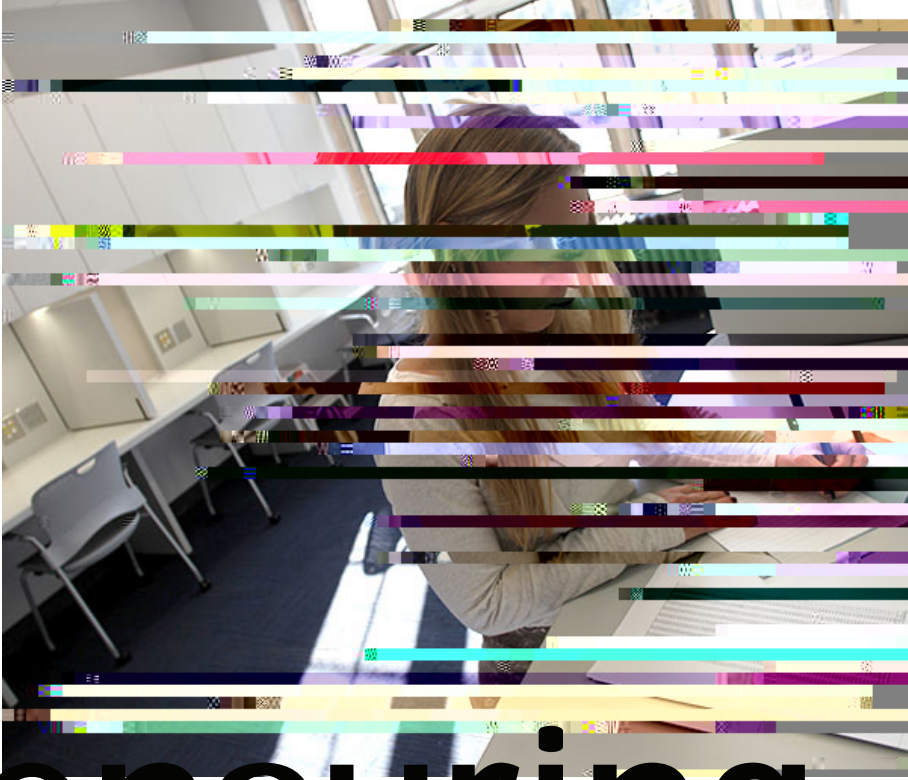
your
accessible
event
starter pack

This guide is intended to provide event organizers and campus administrators with the tools necessary to proactively plan events that are accessible to all attendees.

Often overlooked,
accessibility
is important to consider when
planning your event.

Take a look through this guide to determine
what steps you should take to ensure your
event can be enjoyed by all.

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ensuring
access

sibility

our mission

Northwestern University is committed to accessible and inclusive programming on and off campus. Programming should be inclusive to all members of the Northwestern community. Northwestern University is responsible under federal and state laws to ensure access for all participants.

Event Advertising & Registration

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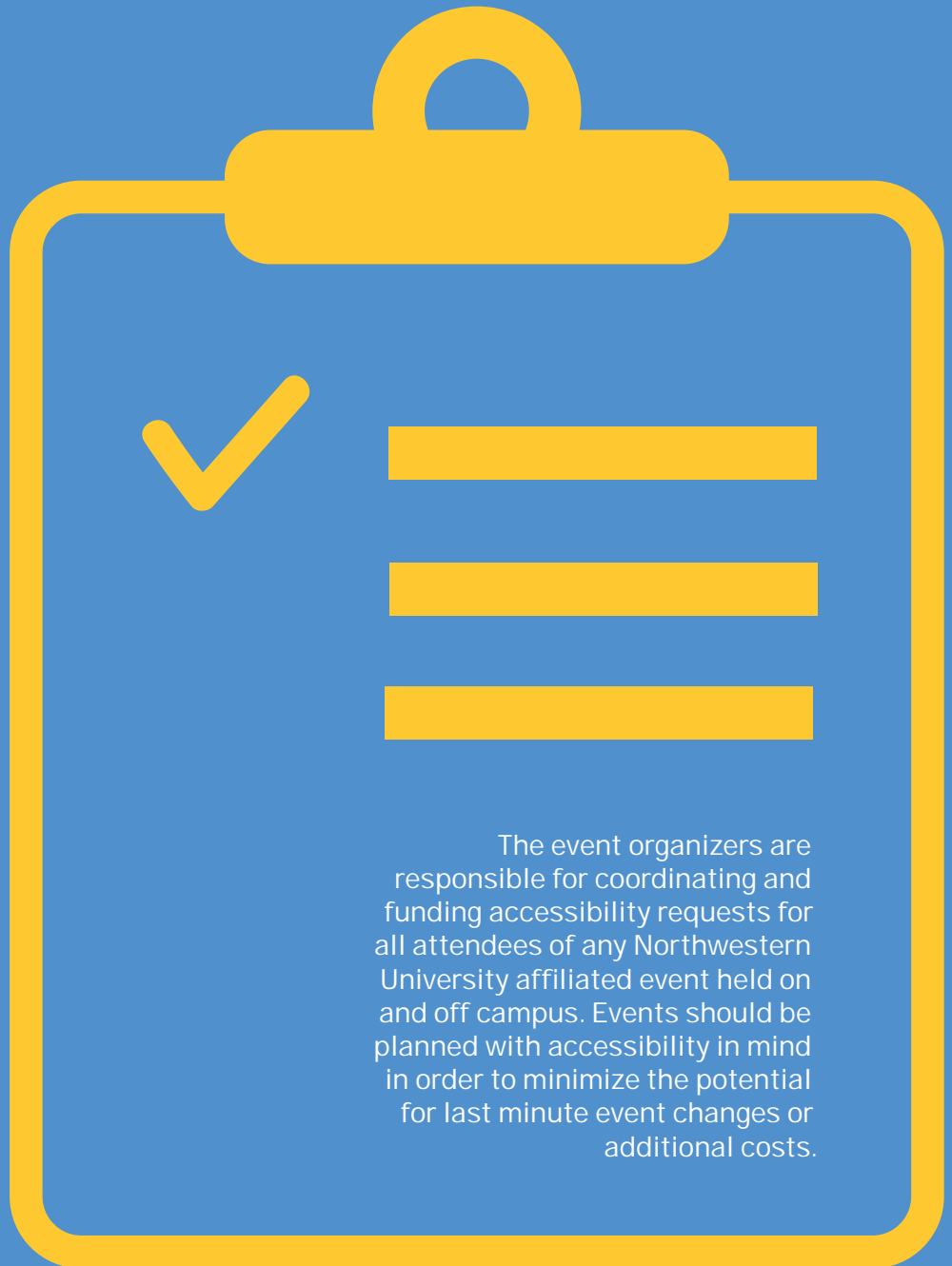
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Event Planner Responsibility



The event organizers are responsible for coordinating and funding accessibility requests for all attendees of any Northwestern University affiliated event held on and off campus. Events should be planned with accessibility in mind in order to minimize the potential for last minute event changes or additional costs.

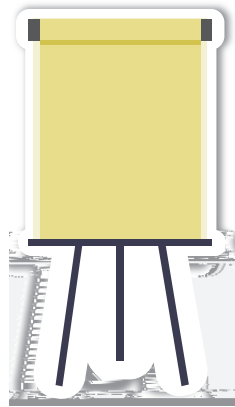


Event Materials

Presentation Materials

Program materials including PowerPoint presentations and printed handouts that are distributed at the event should be made available in alternative formats: large print, audio, electronic format (Word doc is preferred), or in Braille per attendee request. Whenever possible, meeting materials such as handouts, evaluations, and flyers should be made available in electronic format (.doc, .txt., etc.) prior to the event.

- 1 Large print materials (18 point font Sans Serif type, e.g. Arial) and other alternate formats should be provided upon request.
- 2 If flip charts, easels, or dry erase boards will be used, read aloud the information to assist audience members who cannot see the board. Verbally describe any visual aids or graphical information.
- 3 If there are evaluations or other forms that are to be filled out during or at the conclusion of the event, a reader and/or scribe should be provided for a person who is unable to complete printed materials independently.



Multimedia/Audiovisual Materials

- 4 Any films or videos used must be captioned and presenters are encouraged to describe visual aids utilized in their presentation.
- 5 Audiovisual or multimedia presentations (especially videos) should have captions/ subtitles or a plan so individuals with hearing impairments can access the information.
- 6 Supply wireless or adjustable height wired microphones to amplify talks and events if needed. Remind speakers (whether from the front or the floor) at the beginning of the session to use the mics.

Programmatic & Venue

3 Interpreters/Captioning

Attendees who are deaf or hard of hearing may need reserved seating near the speaker, interpreters, or captioning.

2 Arrangement

The room, seating, and aisle spacing should be arranged so that attendees who are blind or have low vision or use a wheelchair or other mobility devices can move about safely and independently.

4 Tables/Desks

If tables or desks are used, ensure that adjustable height options are available.

5 During Event

Event organizers should be available during the event to inform attendees about the location of accessible restrooms, elevators, building location, and room set up.

6 Wheelchair Locations

The number of chairs removed for wheelchairs depends on the total seating (see table below); Wheelchair locations should be integrated with the general seating areas. Companion seating should be available next to wheelchair locations.

Wheelchair Seating Locations

Assembly areas with fixed seating, e.g. theaters, stadiums, etc., must provide a range of **built-in seating locations** so people using wheelchairs can choose where to position themselves to view activities or performances.

Capacity of Seating in Assembly Areas	Number of Required Wheelchair Seating Locations
4 to 25	1
26 to 50	2
51 to 150	4
151 to 300	5
301 to 500	6
501 to 5000	6, plus 1 for each 150, or fraction thereof
5001 and over	





Accommodation Budget

Accessibility and accommodation costs should be included as a budget item for all meetings, conferences, and events on campus. The accommodation funding source(s) should be determined during the planning stages of the event. If you are unsure how to estimate the cost of specific accommodations (American Sign Language Interpreters, Real Time Captioning, Assistive Listening Devices, copies of PowerPoint presentations, large print or braille), AccessibleNU can help you estimate the cost and proactively identify resources.

On-site Registration/ Day of Event

Registration staff should be informed about how to provide accommodations and where to obtain services.



Event staff should understand the general obligation to provide accommodations for individuals with disabilities. Staff should be prepared to offer assistance and answer common questions such as:



"Where is the accessible restroom and water fountain?"



"Where is the nearest accessible parking location?"



"Where is the accessible entrance?"



"Where is the seating for individuals who are deaf/hard of hearing?"

Sign Language Interpreters

Departments and campus partners are encouraged to arrange interpreters for all NU programs and events. Attendees that request accommodations for an event should be asked about their preference of communication access. Every attempt should be made to meet that specific accommodation request.

Date of event

Start/end time

Location – address, building, room

Type of event and important details

On-site contact name and contact information

1 Presentation Materials

- Request presentation materials from the speaker a few days in advance.
- These materials can be sent to the interpreters prior to the event.
- This provides the interpreter(s) with advance notice of

2 Set-up

- Consider the room set-up.
- Each interpreter will need a chair and should be located in close proximity to the speaker and in view of attendees.
- Events lasting more than two hours will usually require two interpreters.
- Seats should be reserved for those individuals who request sign language interpreters.
- The reserved seats should be located near the front and near the interpreters.

3 Lighting

Keep the event space well lit so that the interpreter and any visual aids are easy to see.

4 Captions

Ensure that presenters utilize closed-captioned videos and when possible include key points on an overhead/slide.

CART or Real-Time Captioning

CART stands for Communication Access Realtime Translation. CART is an instant translation of the spoken word into text. CART reporters typically use a stenotype machine, notebook computer, and real-time software. CART is a form of communication access primarily used by individuals who are deaf or hard of hearing.

Requests

Requests for CART reporters can be made by contacting a local CART transcription service. CART requests should be initiated about two weeks in advance of the event date in order to ensure that communication access is available to all attendees. If a request is made just a few days before the event, a good faith effort should be made to secure CART services.

Each NU department or organization must set up their own customer account in order to book a CART provider. Please contact the agency to find out more about setting up a customer account, billing information, and CART requests.

Be sure to have all relevant event information on hand when submitting the CART request.

- 1 Date of event
- 2 Start/end time
- 3 Location – address, building, room
- 4 Type of event and important details
- 5 On-site contact name and contact information

Resources

Chicago area CART provider resources:

Alternative Communication Services (ACS)

800-335-0911

630-456-5124

info@acscaptions.com

Illinois Court Reporters Association

ILCRA Professional Members List

www.ilcra.org/sitepage.asp?page=cart-providers

Where will the event be held? (On/off campus?)

Will the event hosts be serving food/beverages?

Who will be supplying the food/beverages for the event?

- Do/can they provide options free of the common allergens?*

Advertising/Contact:

- 1 How are the attendees notified regarding whom to contact in the event of disability accommodations and food/beverage allergies? Consider using Northwestern's recommended accessible events statement which you can find at:
www.northwestern.edu/accessiblenu/accommodations/accessible-events-guide/index.html
- 2 If you do not use the recommended accessible events statement:
 - Is the process for requesting available accommodations clearly highlighted on flyers, posters, emails, websites, all materials, announcements, etc.?
 - Is the contact information accurate and current? Is the contact person aware of their role?
 - Is the process streamlined and (relatively) simple? Can it be accessed via multiple modes of communication (email, phone, online form, etc.)?
 - If an online form is used, is it accessible? (Google docs are NOT accessible for students who use screen-readers.)
- 3 If not the contact person, who will be responsible for the responding to the requests for accommodations and food/beverage allergies?

Event

- 1 Will food/beverage choices be located near or away from other foods with allergens?
- 2 Will there be someone knowledgeable regarding allergic reactions attending the event?
 - If yes, have they been trained to address allergic reactions?
 - If yes, do they know how to use an EpiPen or AUVI-Q?
- 3 Will it be possible to accommodate last-minute requests for allergen-free food/beverages?
 - If yes, how much time will be needed?

*Common food allergens: eggs, fish, milk, nuts from trees (including hazelnuts, walnuts, almonds, and Brazil nuts), peanuts (groundnuts), shellfish (including shrimps, mussels, and crab), soy, wheat/gluten. Nut oils and sesame seeds/oils are also commonly problematic for students with nut allergies.





Evanston Campus Parking Map

[www.northwestern.edu/
transportation-parking/
evanston-parking/parking-map/
index.html](http://www.northwestern.edu/transportation-parking/evanston-parking/parking-map/index.html)

Chicago Campus Parking Map

[www.northwestern.edu/
transportation-parking/chicago-
parking/parking-garage-
locations.html](http://www.northwestern.edu/transportation-parking/chicago-parking/parking-garage-locations.html)

Additional Campus Resources

Northwestern
University
Facilities
Management

847-491-5201 (Evanston)

312-503-8000 (Chicago)

facilities-management@northwestern.edu

www.northwestern.edu/fm/index.html