

# Creating an Accessible In-Person Event

### GENERAL ACCESSIBILITY CONSIDERATIONS

- Registration and application materials should clearly communicate how attendees can request accommodations. This includes notice of food allergies if food is provided.
- Include contact information for the designated staff who will respond to participants' questions about access and accommodations.
- Incorporate the cost of accommodations into your event budget. The organizer is responsible for providing what is requested, such as ASL interpreting or CART services.
- Provide all event materials in advance and in an accessible online format, and provide a way for them to request materials in an alternate format, such as Braille, if needed. For assistance, see information at the [Access for All online resource](#).
- Provide closed captions for all videos shown.
- For all online marketing materials, use sans serif font, such as Arial, Calibri, or Tahoma, in 12 points or larger. See information at the [Access for All online resource](#).
- Use multiple marketing platforms, including websites, emails, and printed signs and flyers, to broaden access to information.

### PHYSICAL ENVIRONMENT CONSIDERATIONS

- Can the building, platform, or stage be accessed without using stairs? If there are stairs, is a ramp or elevator available?
- If an elevator is needed, make sure it is working. Have an alternate plan if the elevator is out of order.
- Is there enough accessible parking? How close is parking to the event space? Is the route accessible?
- Post signs to guide attendees to the appropriate location, and include accessible routes.
- Can a wheelchair user navigate any seating, tables, or other furniture? Can a participant see an ASL interpreter from the seating space? Is there easy seating near exits so participants can take breaks as needed?
- Is the stage or platform accessible to all?

### PRESENTATION ACCESSIBILITY

- All presenters should use a microphone, even if the space seems small.
- Presenters, facilitators, and speakers should introduce themselves and face the audience when speaking.
- Lighting should be adequate for those with low vision and to make any ASL interpreters easily viewable.
- Ask people to state their name before they speak so that attendees and interpreters know who is talking.
- Presenters should describe all visual content being shown to attendees. Think of it as describing a visual to someone in a different room.

### QUESTION AND ANSWER SESSIONS

- Leave ample time for questions.
- State any questions back to attendees before they are answered by the presenter.

### TRANSPORTATION ACCESSIBILITY

- If transportation is provided, ensure that it is accessible to individuals with disabilities.
- Ensure an accessible route from the transportation stop to the event space entrance.

### CONTACT INFORMATION:

Office of Disability Resources (ODR)  
Lee Hall, Suite 401  
540-654-1266  
[odr@umw.edu](mailto:odr@umw.edu)

