Slide 1 – WELCOME EVERYONE – PLANNING EVENTS

 Jim Kessler – AHEAD

 (WE)

Slide 2 - GUIDANCE

 **Rehabilitation Act [**[**29 U.S.C.**](https://en.wikipedia.org/wiki/Title_29_of_the_United_States_Code)[**§ 701**](http://www.law.cornell.edu/uscode/text/29/701) **et seq]**

**Section 504: prohibits federal agencies, programs or *activities* from discriminating and requires reasonable accommodations for qualified individuals with disabilities.**

[**http://www2.edu.gob/about/offices/lists/ocr/know.html?scr+ft**](http://www2.edu.gob/about/offices/lists/ocr/know.html?scr+ft)

Slide 3 - **Americans with Disabilities Act** (ADA – [[42 U.S.C.](https://en.wikipedia.org/wiki/Title_42_of_the_United_States_Code) [ch. 126](http://www.law.cornell.edu/uscode/text/42/chapter-126) § 12101 et seq.])

 **Title II - public institutions that receive federal funding**

 **Title III – private institutions that receive federal funding**

 … no qualified individual with a disability shall, because a public entity's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, or *activities* of a public entity, or be subjected to discrimination by any public entity.

[**http://www.ada.gov/ada\_intro.htm**](http://www.ada.gov/ada_intro.htm)

Slide 4 – WHAT DO WE DO?

 Remember – both 504 and the ADA (Titles II & III)

 Are Outcome Oriented

Slide 5 – WHAT IS REQUIRED

 A Process

 Interactive – if at all possible

Slide 6 – INSTITUTIONAL COMMITMENT

 Anywhere State University *prohibits discrimination against qualified individuals*

 based on their status as protected veterans or individuals *with disabilities*,

 and prohibits discrimination against *all* individuals

 based on their age, race, color, creed, religion, sex, sexual orientation, gender identity, genetic information, genetic expression, or national origin

 in respect to employment opportunities or educational programs or *activities.*

Slide 7 -WHO IS OTHERWISE QUALIFIED

Slide 8 - If it is a public free event -

  *everyone*

 If it is a public event with a fee,

 *anyone who pays the fee*

Slide 9 - If it is an invitation only event,

  *all invited attendees*

 If it is based on specific qualifications

 *then otherwise qualified are limited*

(Class Reunion)

Slide 10 – WHO HAS THE RESPONSIBILITY

 A**nywhere State University *prohibits discrimination….***

Faculty

Staff

Students

Contracted Vendors

 Welcome Everyone = WE issue

 (WE) THE VERY TOP ADMINISTRATOR

Slide 11 – THRESHOLD

Slide 12 - What events/activities are we talking about?

Slide 13 – IN THE BEGINNING

 Orientation – Undergraduate/Graduate/Professional

 Housing/Food

 Tours

 Placement Exams

 Individual/Group advising

 Move-in

 Week of Welcome

 Convocation

 Fraternity/Sorority Rush

Slide 14 - AROUND CAMPUS

 Award Events

 Chancellor/Presidential Installations

 Retirement – Memorials

 Divisional/Departmental Celebrations

 Film Festivals

 Speaker’s Series

 Job Fairs

 Movie Nights

Slide 15 - Public Performances (Plays, Musicals, Concerts)

 Art Galleries - Museums

 Open House (Institutional – Departmental)

 University (Founder’s) Day

 Home-Coming

 Conferences

Slide 16 - Athletics

 Stadiums, pools, gymnasiums

 Summer Camps

 University sponsored

 Outside Contractor

 Housing, lockers/showers, food service

Slide – 17 END OF YEAR

Commencement

 Main

 Departmental

 Class Reunions

 Baccalaureate

Slide 18 - WHAT ARE THE ACCESS ISSUES TO CONSIDER

 Communication

 Physical Access

 Facilities

 Meeting areas

 Way-Finding - Path of Travel

 Transportation/Parking

 Restrooms

 Amenities

Slide 19 - ACCOMMODATIONS

 Participation

 Communication: visual, hearing

 Printed materials

 Streaming (websites, overflow)

 Interpreters/CART

 Assistive Listening

 Amenities – food/beverage

Slide 20 - #1 CAUSE OF COMPLAINTS/PROBLEMS

Slide 21 – Picture of Strother Martin who plays‘The Captain’ in the 1967 movie ‘*Cool Hand Luke’* who says:

Slide 22 - ***“ What we’ve got here is a failure to communicate”***

 ‘The Captain’ in the 1967 movie ‘*Cool Hand Luke’*

Slide 23 – COMMUNICATIONS

Slide 24 – ELECTRONIC

 Emails

 Websites (links)

 What is the institutional ‘policy’

 (WE) Information Technology VP, Compliance Committee

Slide 25 - Email from Ticketmaster advertising upcoming events (all unreadable)

Slide 26 - Same email with a ‘Text Only’ header

Slide 27 - Clicking on ‘Text only link’ provides the following

 Ticketmaster®

 Music – Sports – Arts – Family

 Summer Picks Just For You

 The Book of Mormon (Touring)

 Get Tickets (link)

 Just Days Away!

 North Carolina Symphony Orchestra

 North Carolina Symphony – Glenn Miller To Gershwin: Jump, Jive & Swing Get Tickets (link)

Slide 28 - SYLLABUS ACCESSIBILITY STATEMENT

Federal law requires the university to accommodate students with documented learning, physical, chronic health, psychological, visual or hearing disabilities

To receive accommodations students must make a formal request and must supply documentation from a qualified professional to support that request.

Students who believe they qualify must contact DEPARTMENT, LOCATION, PHONE to begin the accommodation process. All discussions are confidential

 Accommodations cannot be provided retroactively.

 More information may be found at: (Links)

Slide 29 – PUBLIC EVENT STATEMENT

If you require assistance to attend and participate in this event/activity, please contact

 NAME

 PHONE NUMBER (and RELAY)

 EMAIL OR LINK (to complete accessible form)

 By: Due Date

 Contracted activities

 (WE) Event Managers, Department Coordinators

Slide 30 – PRINTED ADVERTISMENTS

 Are all poster advertisements required to be posted electronically?

 e.g. student organizations

 Institutional Policy

Slide 31 - COSTS

 Parking

 Accessible publications

 Programs - (large print, braille [alternative - word document])

 Interpreters/CART

* + MUST have guaranteed parking
	+ Paid for rehearsals

Slide 32 - COSTS

What office is responsible for *‘accommodation’* costs for public event?

 ADA Office

 Sponsoring Departments/Units

 Written into contract with special events

 Traveling Performances

 Summer ‘camps’

 (WE) Business Office, Director of Purchasing/Contracts

Slide 33 - IN THE EVENT OF…

 Emergency

 Does the evacuation plan address persons with disabilities?

 ….and who knows this??

(WE) Campus Health &b Safety, First Responders, Event Personnel

Slide 34 - PROGRAMS

Anything ‘printed’ originated in an accessible document (to go to the printers)

Why can there not be a ‘link’ that allows electronic access to the program information?

Slide 35 - QR CODE

 Illustration of a QR Code

(Black/white square with ‘dot’ in specific locations that are ‘read’ by a computerize reader)

Slide 36 – PERFORMING ARTS CENTER

 App (refreshing/updating for various programs/performances

 Branding Opportunity

Slide 37 - Equity and Excellence

 Access in Higher Education

 AHEAD Logo App (trademark)

Slide 38 - EQUIPMENT

 Assistive Listening Systems

 Checkout (explained in literature)

 Multiple locations e.g. Orientation, Open Houses, etc..)

SLIDE 39 – PLANNING

 FACILITIES REVIEW

SLIDE 40 – CAMPUS INVENTORY

 Where are the common places for ‘events’?

Slide 41 – AUDITORIUMS

 Stage – access

 Podium access

 Standing

 Seating – line of sight to interpreters

 Wheelchair and companion access

 Limited mobility access

 Table seating

 Causal ‘discussion’

Slide 42 – ARENAS – STADIUMS

 Ground/floor seating

 Wheelchair and companion access

 Limited mobility access

 Sightline to interpreters on stage

 Large Screen (CART)

 Sporting Events

Slide 43 – TRANSPORTATION/PARKING

 Accessible spaces must connect to the shortest accessible route to the accessible building entrance or facility they serve.

[**https://adata.org/factsheet/parking**](https://adata.org/factsheet/parking)

Slide 44 - MULTIPLE LOTS

 **Stadium/Arenas**

 **Adjacent lot – 1000 spaces = 20 accessible (4 van accessible)**

 **Remote lot – 1500 spaces = 25 accessible (5 van accessible)**

 ***shortest accessible route to the accessible building entrance or facility they serve…***

 **Adjacent lot = 45 accessible spaces (9 van accessible)**

 **Accessible Shuttle Service**

 (WE) Parking/Transportation Coordinator (even if contracted)

Slide 45 – WAY-FINDING

 Maps

 Signage

 Buildings

 Accessible Entrances

 Room Access

Slide 46 – ROOM SET-UP

Slide 47 – ROOM SET-UP

 Theater Seating (movable seats)

 This set up has chairs side by side with or without a center aisle and on end of the row about every other row a couple of chairs are removed for a wheelchair/scooter, and if there is a center aisle, chairs are removed in the aisle. This is so that persons using wheelchairs/scooters can sit in various locations and not in just the front or back. It must be remembered that extra space between rows is necessary.

Slide 48 – CLASSROOM SEATING (Movable Seats)

 Similar to Theater seating but each row has tables.

 With movable seats persons using wheelchairs can sit in any row but it must be remembered that extra space between rows is necessary

Slide 49 – BANQUET SEATING

 Round tables (sits eight guests) are arranged in straight rows horizontally but alternating rows (2, 4, 6, etc.) have one less table so that the vertical rows are offset so that table 1 on the second row is between tables 1 and 2 on the first row. Make sure the tables are far enough apart so that when guests are seated a person using a wheelchair/scooter can pass.

Slide 50 - AMENITIES

 Restrooms

 Non-Gender

 Aromas – Fragrance Free

 (WE) Housekeeping

Slide 51 – FOOD

 Is there an option for everyone?

 Food allergies – nut, seafood, gluten, lactose intolerant

 Food preferences – vegetarian/vegan

 How is the food presented/served?

 Roving servers, banquet,

 Buffet – accessible?

 (WE) Director of Food Services

Slide 52 – Questions, Thoughts – forgotten what????