

Regional Humanities Networks Event Accessibility & Inclusion Guide

We appreciate having you host one of our partnership events. Below you will find guiding questions for thinking about accessibility around your program, including your responsibilities as a host, how you communicate about your program, and the conditions surrounding your event.

Below are lists of initial screening questions to consider when planning your program. They are organized by category (both in-person and virtual) with subsections. We encourage you to share the answers to these questions when marketing your event on your website, in email, and in other communications.

For all events:

- **Who is the contact person for accessibility questions or requests?**
- **How much advance notice is needed to respond to accessibility requests? (e.g. time to arrange for an ASL interpreter, time to adjust for dietary restrictions with catering, etc.)**

IN-PERSON EVENTS

Arriving at the Venue

- What types of parking are available at or near the venue?
- Is there ADA-designated parking available?
- Where will you post signs to help direct people to the program location?

About the Venue/Space

- Did you visit the venue before the event?
- Are there any steps to enter the building? How many? Are there handrails?
- Does the venue have a ramp available?
- Can a wheelchair user navigate the entire building (e.g. doors are at least 32 inches wide, hallways are at least 36 inches wide, etc.)?
- Is there a working elevator for sites with multiple floors?
- Are there all-gender, ADA accessible restrooms or single-person restrooms?
- What kind of seating is there seating available for guests? (with and without arms, wheels/no wheels, movable, etc.)
- Should participants need to make arrangements beforehand to reserve these seats?
- If tables are to be used, are they at the appropriate height for a wheelchair user (28–34 inches from the floor)?
- Is there adequate lighting (bright, consistent, minimal glare) in all areas where the program will take place?
- Are emergency exits accessible and easily identifiable?
- Are doors easy to open?

Program Structure/Design

- Audience
 - What is your audience for this program?
 - What channels (social media, word of mouth, or listservs) are you using to advertise this event?
 - Will you have a registration portal online or on-site?
- Diversity, Equity, and Inclusion
 - Is your lineup representative of the region's demographics?
 - Are you being mindful of the annual declared month?
 - Are you providing compensation to speakers or presenters?
 - Have they been informed about the work they are expected to do or provide?
- Format
 - How long is this event?
 - What is the expected experience (sensory or participatory) for participants?
 - Will there be breaks during the event? Are they long enough to allow folks with mobility needs to get between spaces?
 - Will you have an agenda?
 - Will share your agenda?
 - Will you have speakers or other presenters?
- Audience Engagement
 - Will participants be required to talk in public?
 - Will microphones be used by speakers/presenters?
 - Will assistive listening devices be available? If so, how many and what kind?
- Accessibility
 - How much advance notice is needed to have an ASL interpreter in attendance?
 - Will presenters use visual descriptions in their introductions for imagery?
 - Will there be food and/or drinks? Who should participants contact for dietary needs/requests?
 - Will there be any strong fragrances in the space? What kind?
 - Do you have a person designated and easily identifiable as a point of contact who is able to assist folks with accessibility needs?
 - Will language access be provided?

ONLINE EVENTS

- Will there be breaks during the event? How frequently and for how long?
- Will the audio/visual portions of the event be captioned?
- Will the presentation/event be recorded and shared after the event? (e.g. the video call itself)
- Will the audio/visual components of the event be recorded and/or shared after the event? (e.g. a slideshow presented during the event)
- Will presenters/facilitators use visual descriptions in their self-introductions?

- This might look like: "Hello, my name is [say your name], I use [say pronouns] pronouns, I am a [say something about your heritage] I have [share about your hair, eyes, skin] and I am wearing [describe your clothing]."
- Questions you can ask to help prepare participants:
 - What will help you join the virtual event with people you may or may not know so that you can listen, ask questions, and work on activities by yourself and with others?
 - What do you want from your physical space? Lighting, windows, chair type?
 - What do you need logistically? To practice using Zoom with a friend, to wear headphones to help you hear, to be close to your internet source?
- Does the event include participant engagement?
 - You might invite participants to make the experience richer for everyone by participating with cameras on if they are able, using the chat to ask questions and share reactions and using the emoji reactions to let others know how the information resonates with them.
 - Will there be reflective writing activities? Should participants have paper and a writing tool on hand for these?