



PROMOTING ACCESSIBLE PROGRAMS AND EVENTS

When planning special programs or events the Americans with Disabilities Act mandates that “reasonable accommodations” be provided to allow qualified individuals with disabilities to participate fully in University programs. The following information is intended to assist you with preparing promotional material for your event.

- Prior to promoting the event, identify a member of the group/department sponsoring the event to act as a liaison to individuals with disabilities and to Disability Support Services (DSS)
- It is preferable if you can ask to receive any accommodation requests three (3) weeks prior to your event. Place the following statement on all announcements of your event:

“Persons with disabilities requesting accommodations should contact (*identified liaison’s name*) at 202-885-xxxx by (*date*).”

- When an individual calls, be prepared to inform the caller about the event including format, materials to be used, meals, locations, etc. Based on that information, the individual will inform you of whether accommodations will be needed to participate in your event. (DSS typically needs 2 – 3 weeks to schedule interpreters or to provide print materials in an alternative format.)

Frequently requested accommodations include:

Physical disabilities

- Wheelchair accessible facilities
- Information about parking

Visual disabilities

- Alternative formats of print material including
 - *Audio*
 - *Braille*
 - *Large print*
 - *Computer diskette*
- Adequate room lighting
- Reserved seats close to the presenter

Medical disabilities

- Special meal requests
- Well ventilated rooms
- Additional meals for personal attendants

Deafness or hearing loss

- Telecommunication Device for the Deaf (TDD)
- Amplification
- Sign language interpreters
- Reserved seats close to the presenter

The staff at Disability Support Services is pleased to assist you in making your programs and events accessible. Please notify the office of accommodation requests as early as possible to allow adequate time for planning.

Office hours are Monday through Friday 9:00 am – 5:00 pm.

For more information request a copy of the publication “Planning Accessible Campus Events” from Disability Support Services at dss@american.edu or 202-885-3315.