

MEETINGS WITH UNIVERSAL ACCESS

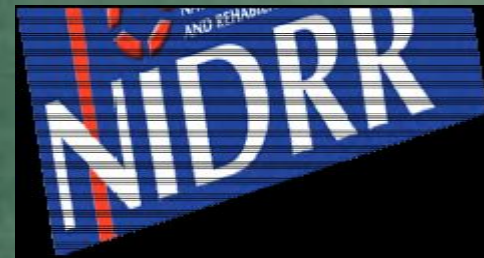
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Northwest ADA Center
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Northwest  Center



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• TECHNICAL ASSISTANCE



• TRAINING



• INFORMATION DISSEMINATION



• RESEARCH



• PUBLIC AWARENESS



Agenda

- ◎ Why Accessible Meetings?
- ◎ Components of an Accessible Meeting
- ◎ Arranging an Accessible Meeting Space
- ◎ Presenting Meeting Content Accessibility
- ◎ Auxiliary Aids and Services
- ◎ Evaluating the Accessibility of a Meeting Site

The ADA is a Civil Rights Law with NEW Expectations

- ◎ Unlike other civil rights statutes, the ADA creates an affirmative obligation to create equal access so that people with disabilities have the same opportunity to benefit from a program, activity or service as others.
- ◎ We have the obligation to modify our policies, practices and procedures when needed to provide equal access (*Reasonable Modification*)

Age

- ◎ More than one-third (35 percent) of persons aged 65 and older report some type of activity limitation
- ◎ 20 percent of those are 55-64
- ◎ 18.5% Americans age 65 and over are in labor force

Bottom Line...

As the population ages, the numbers of people with disabilities increase and we **MUST** ensure that we serve **ALL** of our customers appropriately and consistent with our legal obligations!

What is Programmatic Access?

WHEELCHAIR ACCESS

DISABILITY SENSITIVITY

REAL TIME CAPTIONING

TTY MACHINES

ASSISTIVE LISTENING DEVICES

Would you like help with access to our services?
Please let us know!

SIGN LANGUAGE

BRAILLE

INFORMATION AND HELP

LARGE PRINT

AMPLIFIED PHONES

Questions? Need more help?
Contact the Mayor's Office on Disability: PH: 554-6789; TTY 554-6799

- State services should be “accessible to and usable by people with disabilities”
- It goes beyond physical accessibility to include reasonable modifications and equally effective communication.

Three Key Components

- ◎ Where the meeting is held,
- ◎ How the meeting room furniture is arranged,
- ◎ How the meeting information is communicated.

Accessible Meeting Location

Minimum requirements for an accessible meeting include the following accessible elements: parking; route to the building entrance from accessible parking spaces, drop-off areas and other accessible elements (e.g., route from a bus stop) within the site; building entrance; route to the meeting room; meeting room; and restrooms.

Accessible Room Set-Up

- An accessible floor plan is one in which people who use mobility devices can maneuver throughout and use the amenities independently;
- People who are blind or have low vision can navigate easily and safely, and;
- People who are deaf or have hearing loss can use assistive listening systems and see speakers, interpreters, and captioning

Accessible Presentation of Meeting Content

Auxiliary Aids and Services

- ◎ Qualified sign language interpreters, assistive listening systems, and realtime captioning (also called CART).
- ◎ Printed materials are provided in alternate formats (e.g., Braille, large print, on CD) or notetakers provided.

Arranging an Accessible Meeting Space

- ◎ Seating Locations
- ◎ Registration Table
- ◎ Refreshment Table
- ◎ Protruding Objects
- ◎ Seating for Communication
- ◎ Podium
- ◎ Stage or Dais
- ◎ Service Animals

Seating Locations

- ◎ Set up the meeting room to provide access to all participant seating locations, the speakers' area, and refreshments.
- ◎ Aisles that are at least 36 inches wide and have sufficient turning space (e.g., a 60-inch diameter circle) in key locations throughout the room.

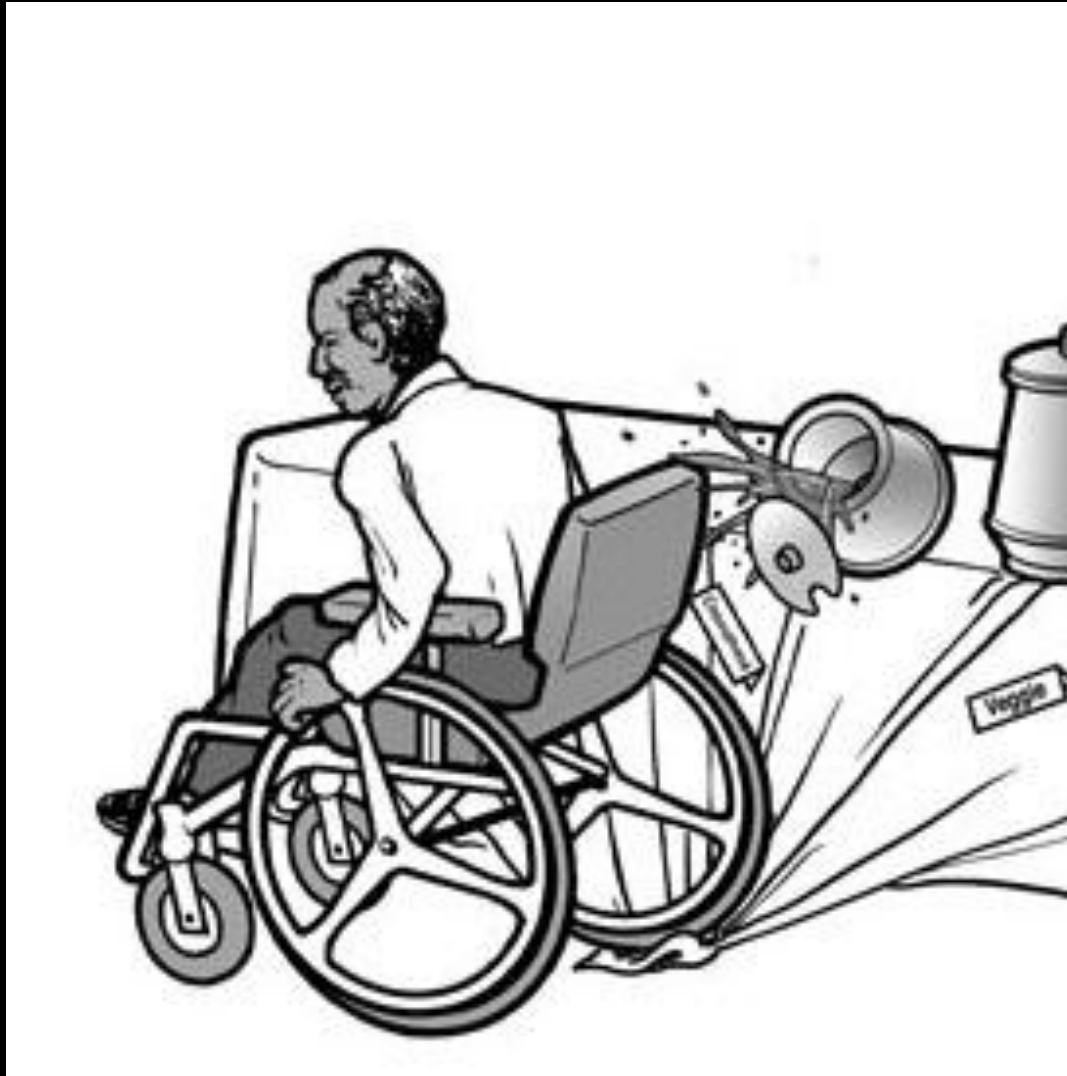
Registration Table

- ◎ Make sure that people with mobility disabilities can approach it and turn around easily to move away again.
- ◎ Place handouts at the front edge of the table to make them easier to reach for participants both seated and standing.

Refreshment Table

- ◎ Allow sufficient floor space for people with mobility disabilities to approach the tables.
- ◎ Provide assistance to people who may need help filling their plates and bringing food and drinks back to their tables.
- ◎ Avoid billowing or long tablecloths that pool on the floor

Refreshment Table



Protruding Objects

- ⦿ Requires cane-detectable protruding objects and sufficient head clearance.
- ⦿ Wall-mounted objects, with bottom edges between 27 inches and 80 inches above the floor, cannot protrude into the route more than four inches.
- ⦿ Route through the meeting space must be free of overhanging objects that are less than 80 inches above the floor.

Seating for Communication

- ◎ Arrange the lighting and meeting room furniture to facilitate communication among participants, interpreters, and realtime captioners.
- ◎ Arrange furniture away from windows or cover the windows so that participants, speakers, and interpreters are not silhouetted by the backlighting

Podium

Adjustable-height podium for presenters. If not available, either eliminate the use of a podium for everyone (e.g., have everyone sit at a head table with a tabletop microphone) or provide the speaker who has a disability with a hand-held or lavalier microphone to allow her to speak from a position next to the podium.

Stage or Dais

If a stage or raised platform is not accessible to all speakers, do not use it. It is insulting to ask a speaker with a mobility-related disability to be the only person to present from below stage level.

Service Animals

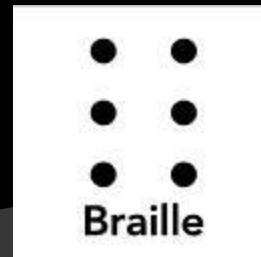
Ensure that all participants and the meeting site staff understand that the ADA requires that service animals are allowed to enter the building and remain with their owners during the meeting.

Presenting Meeting Content Accessibility

- ◎ Invitation Information
- ◎ Written Agenda
- ◎ Key Meeting points
- ◎ Providing Background Info to People with Sensory Disabilities
- ◎ Audiovisual Presentations
- ◎ Auxiliary Aids and Services

Effective Communication

- Must provide people with disabilities the same opportunity as others to enjoy, receive and understand information.
- When providing an auxiliary aid or service to ensure effective communication, you must give primary consideration to the aid or service the individual with a disability has requested.



Auxiliary Aids and Services

- ◎ Understand the meeting's presentations and to participate in the discussions
- ◎ Qualified interpreters, notetakers, realtime captioning, written materials, assistive listening systems, and open and closed captioning.
- ◎ Qualified readers, notetakers, texts on CD, audio recordings, Brailled materials, and large print materials

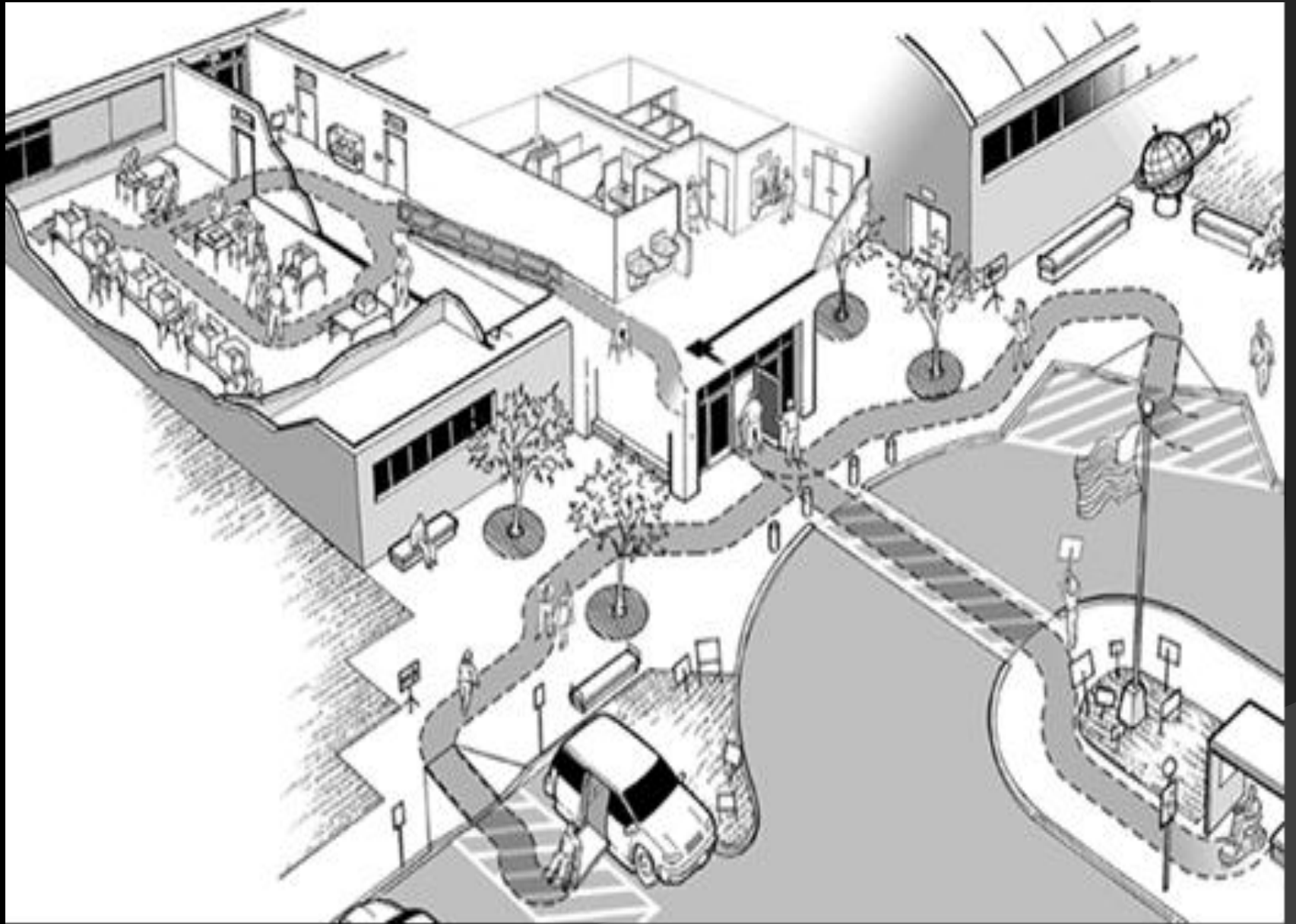
Evaluating the Accessibility of a Meeting Site

A meeting site that is usable by most people with disabilities has, at minimum, the following six accessible features:

- ◎ Feature 1: Parking and Passenger Drop-Off Areas
- ◎ Feature 2: Routes to the Building Entrance
- ◎ Feature 3: Building Entrance
- ◎ Feature 4: Routes to the Meeting Space
- ◎ Feature 5: Meeting Space
- ◎ Feature 6: Restrooms

Feature 1: Parking and Passenger Drop-Off Areas

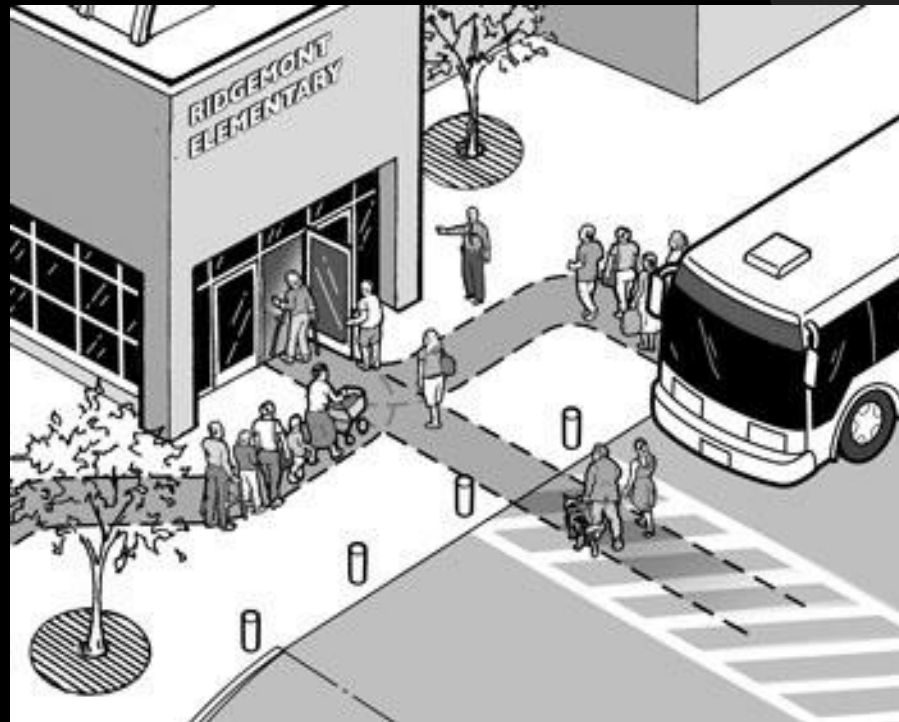
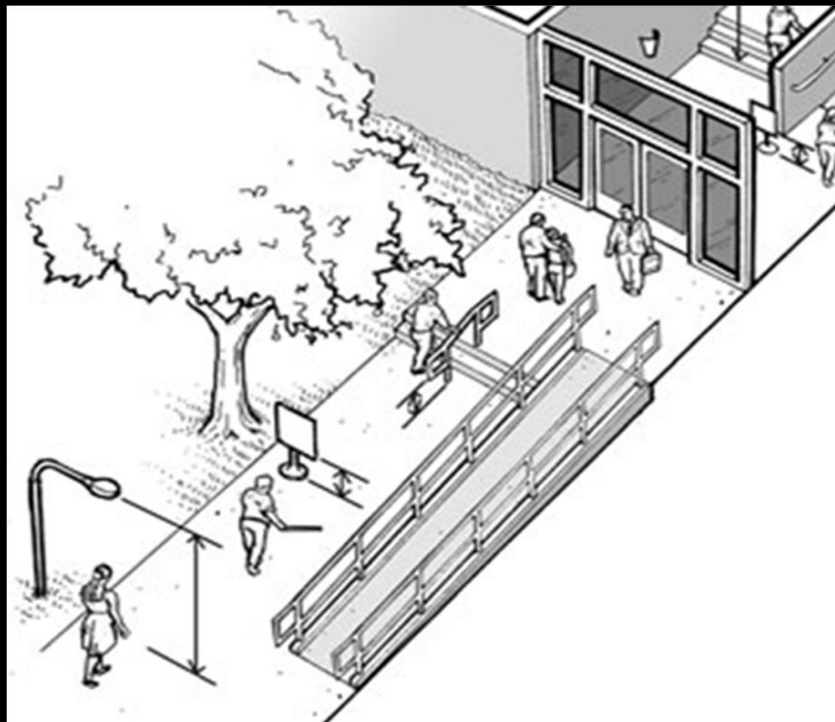
- ◎ Accessible parking must be provided for participants with disabilities.
- ◎ If there is a drop-off area for meeting participants, an accessible passenger drop-off area is also necessary.
- ◎ The access aisles of both the parking space and passenger drop-off area connect directly to an accessible route that leads to an accessible building entrance.



Feature 2: Routes to the Building Entrance

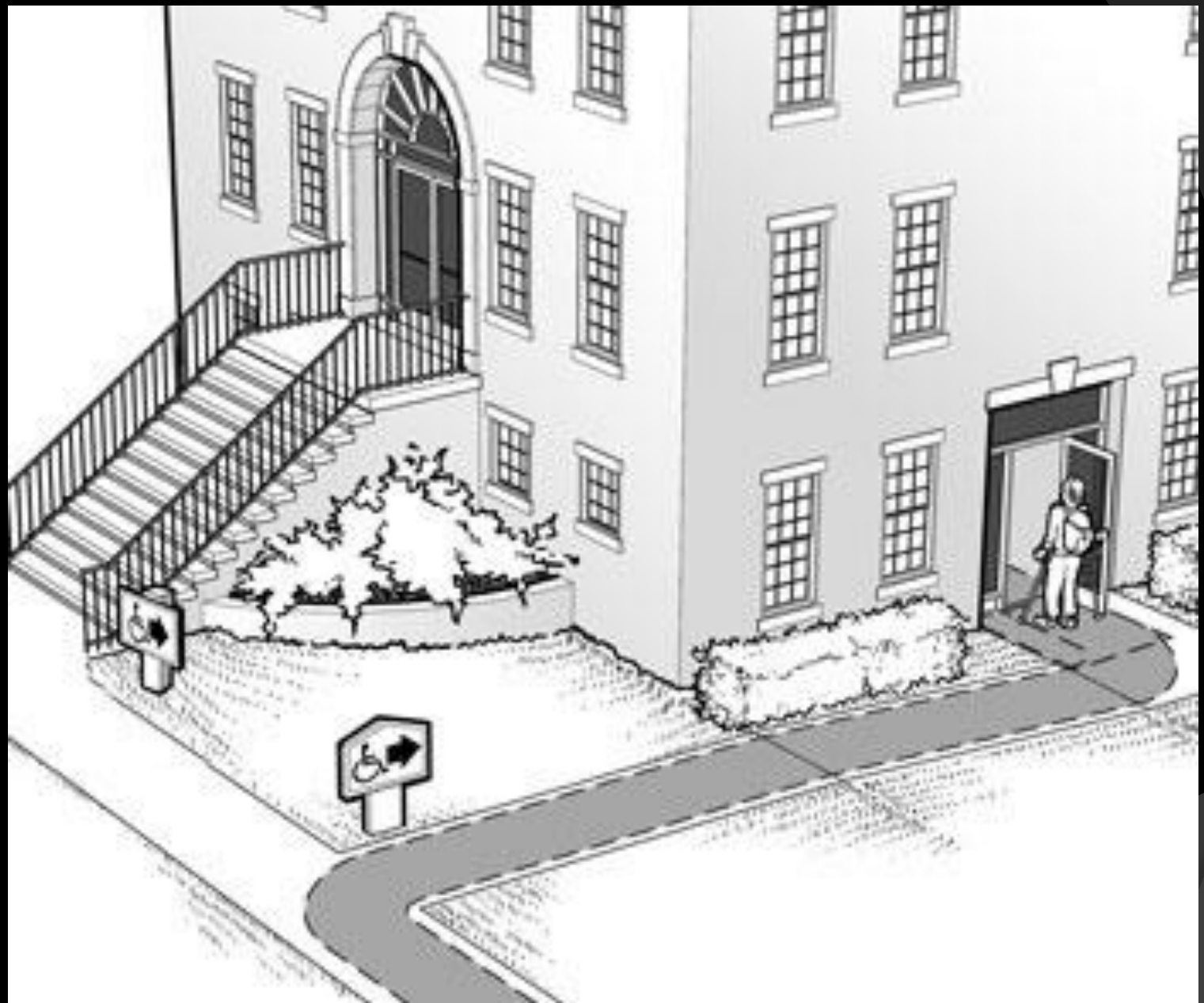
Must be at least one exterior accessible route that connects accessible parking spaces and other accessible elements within the site, such as accessible drop-off areas or a route from a bus stop to an accessible building entrance.

Routes to Building Entrance



Feature 3: Building Entrance

An accessible entrance must provide at least one accessible door with maneuvering space, accessible door hardware, and enough clear width to allow people who use crutches, canes, walkers, scooters, or wheelchairs to use it.



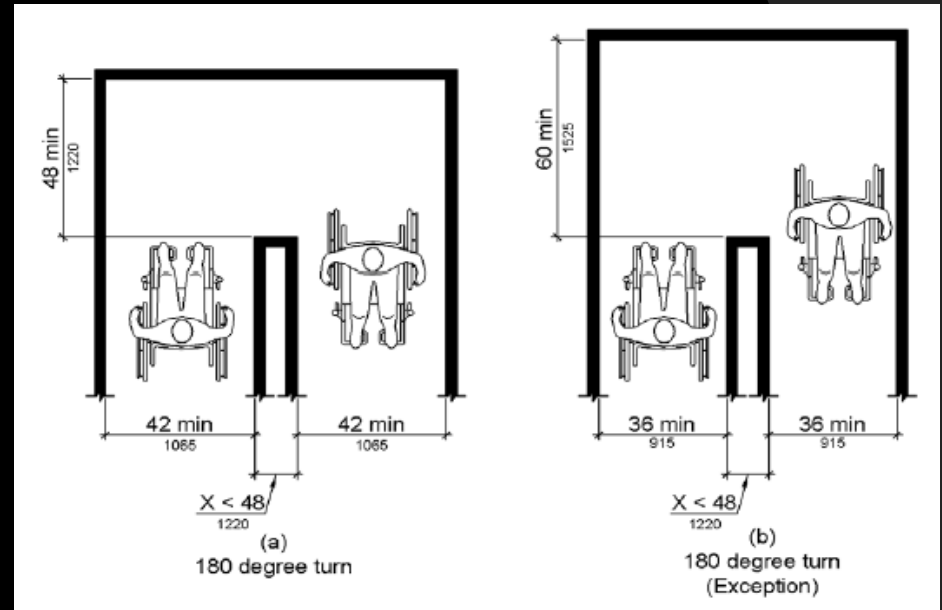
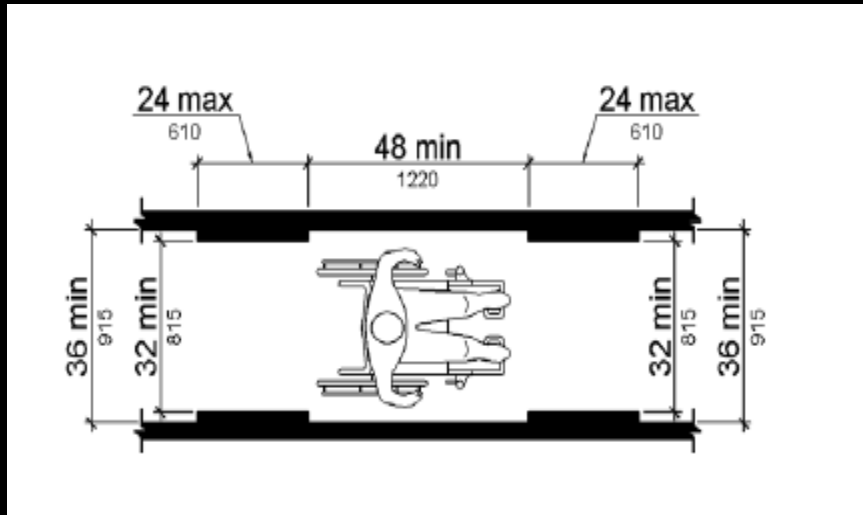
Feature 4: Routes to the Meeting Space

- ◎ The interior accessible route connects the accessible entrance with the meeting space (hallways, corridors, and interior rooms and spaces)
- ◎ The accessible route to the meeting space must have the same characteristics as the accessible route to the building entrance.

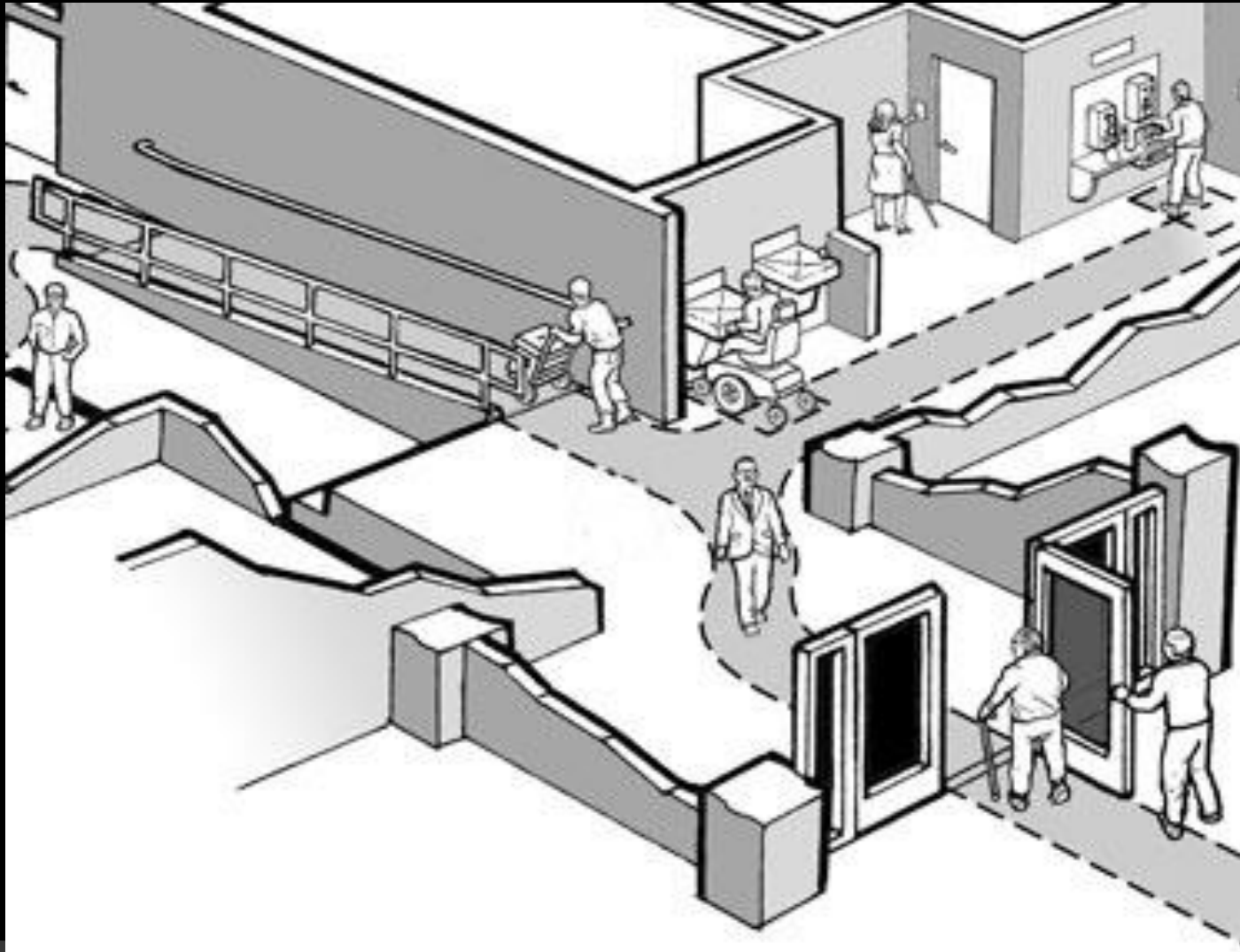
Route to Meeting Space

- ◎ Slope
- ◎ Changes in Level.
- ◎ Clear Width 36 inches
- ◎ Doors clear width of 32 inches
- ◎ Maneuvering Clearance
- ◎ Ramps

Route to Meeting Space



Route to Meeting





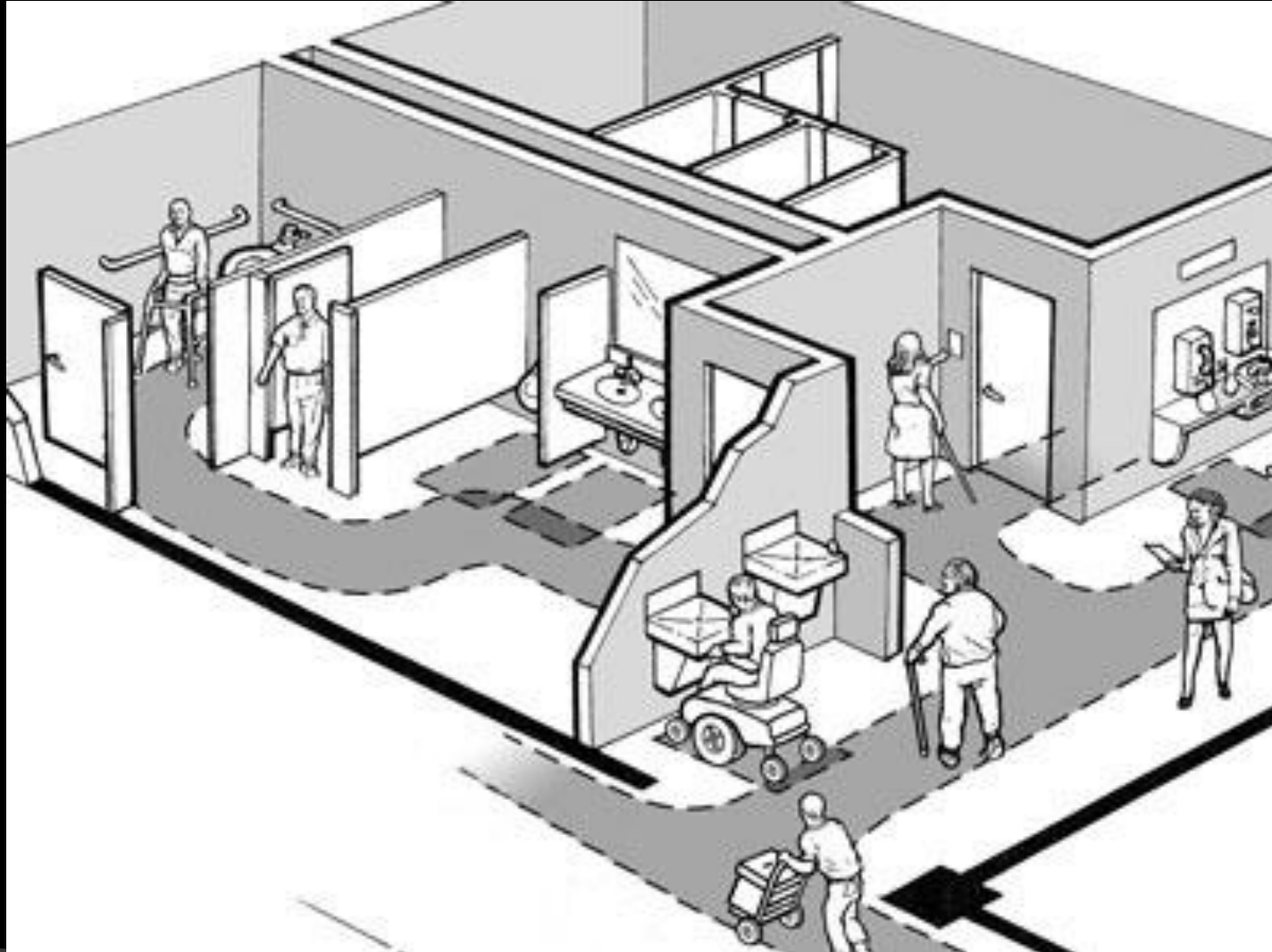
Feature 5: Meeting Space

The meeting space must have an accessible floor plan.

Feature 6: Restrooms

- ◎ Accessible restrooms should be in the same basic location as other restrooms.
- ◎ An accessible stall
- ◎ An accessible lavatory
- ◎ Hardware that does not require tight pinching, twisting, or grasping to operate

Accessible Restrooms



Registration

- ◎ Accessible online registration;
- ◎ Notice to ask participants if they need accommodations;
- ◎ Notice of fragrance free policy; and
- ◎ Access for personal assistants and service animals.
- ◎ Accessible Web Site

Accessible Meeting Notice

The Meeting Notice must include:

- ⦿ Accessibility features at the meeting site
- ⦿ Availability of auxiliary aids and services
- ⦿ Provide a contact person for reasonable modification requests
- ⦿ Suggest a time frame for requests
- ⦿ Accessible transit to the site (optional)

The End

Hope that we answered some
of your needs around
Accessible Meetings

Northwest ADA Center
800-949-4232

nwadacenter.org



Or Maybe you feel Like this