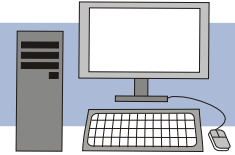


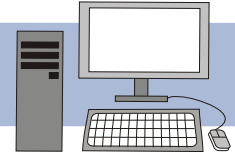
EVENT ACCOMMODATIONS



Planing Events That Everybody Can Attend

- Arrange meetings and events at accessible locations where people can participate without assistance, or with minimal help.
- Conduct an on-site visit to evaluate the facility's restaurant, bedrooms, bathrooms, meeting rooms, signs (both Braille and tactile), as well as parking options.
- Check all facilities even though they comply with the Americans with Disabilities Act (ADA), to eliminate last minute surprises.
- Offer materials and presentations in alternate formats, such as Braille, tapes, computer disk, closed caption, and large print. If requested, provide sign language interpreters. Inquire about preferred format in your registration material.
- Make modifications to the physical environment, such as placement of furniture and seating and hearing needs.
- The facility should ensure that doors are a 32” minimum width to allow a wheelchair to pass. If not, the facility can widen doors or install offset (swing-clear) hinges.
- There should also be 18” of clear wall space on the pull side of a door, next to the handle. If not, the facility can relocate furniture or remove obstructions.
- Check seating options so people with disabilities are not limited to the back or front of the room.

MEETING ROOM MODIFICATION



Page 1

Typical meeting room layout situations can be difficult. People with disabilities may require adaptations to typical seating arrangements and lighting. People with visual impairments will require more light to read or look at material during a PowerPoint presentation.

Some challenges for people with disabilities can include:

- Meeting in dimly lit rooms
- Short or no breaks
- Extended time sitting at a table
- One person talking for a long time without discussion
- People presenting without pictorial visuals
- Full day meetings
- Large rooms with speakers at the front without microphones
- Learning sessions after lunch
- Seating that is far from each other

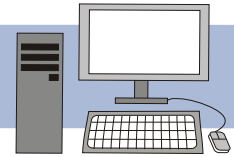
We recently learned about many of these challenges at our committee meeting. We never talk about it and when we brought up some of the problems, we learned many of us were having difficulties in the meeting and had good ideas to make improvements. Until this point we didn't speak up because we were trying to adapt to each other without talking about it.

For years we have been meeting in darkened rooms without microphones because of one of our member's specific needs. At our next meeting we are going to propose changes that can accommodate her needs and other committee members too. The next page will show how the room was and what we will propose.

Kim Rucker Gunches and Tina Ewing-Wilson
DDS CAC Members, 2005

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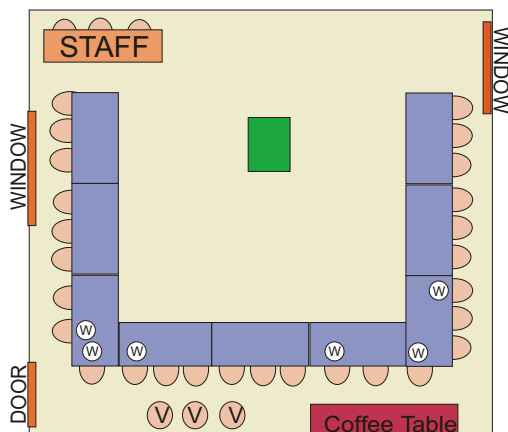
MEETING ROOM MODIFICATION



Page 2

Situation:

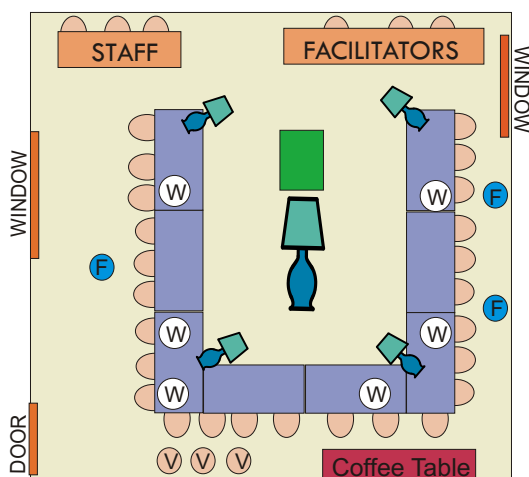
The Consumer Advisory Committee (CAC) meets quarterly in a hotel conference room. At each meeting there are 15 CAC members, their facilitators, 3 staff and 2 meeting trainer/ facilitators.



Current set-up:

There are 9 tables that can seat 3 people per table, 1 staff table and 1 coffee table. People who use wheelchairs sit by the exterior door for easy access. Additionally, members who need better lighting sit by the exit. There is little room to move wheelchairs around the room or at the room exit due to expansive spacing of the tables. Fluorescent tube lighting is turned off to accommodate one member.

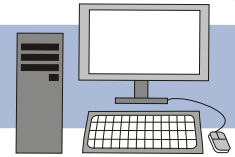
All speakers and PowerPoint presentations are given from the front of the long room, without the use of microphones. Some members also need the presentation material available on paper in front of them so that they can see it.



Proposed Set-Up:

Remove one table from the back of the room and have the CAC Officers and their facilitators sit there. Move the exterior long tables closer so there is room for wheelchairs to move safely. Ask non-members to sit at tables away from the committee to reduce the amount of seating required at the long table. Provide table lamps, and individual reading lights by request, to provide more light in the room.

ASSISTIVE TECHNOLOGY



Assistive technology can be a computer or a low tech adapted spoon handle, non-tipping drinking cups, and Velcro fasteners. It's often best to start with No Tech solutions that make use of procedures, services, and existing conditions in the environment that do not involve the use of devices or equipment.

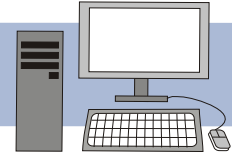
People with disabilities often experience difficulties coping with the demands that are placed upon them from the environment. For example people with severe visual impairments may encounter problems in traveling from place to place. Those with hearing loss may have difficulty understanding information presented on television. Adults with severe learning disabilities may not be able to read printed materials required for them to perform their jobs. It is possible to use a variety of devices and services to respond to needs such as the ones just described. Some devices help people with disabilities perform a given task.

Assistive technology means any item, piece of equipment or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of people with disabilities.

There is a tendency to start at the upper end of the technology continuum when it's better to start at a lower point. For example, when making decisions about a person whose handwriting is difficult to recognize, it's not uncommon to hear about recommendations that a laptop computer should be provided at a cost of \$1,000 - \$4,500. In reality, an electronic keyboard with memory that can be downloaded into a desktop computer may be more appropriate (cost: less than \$250). The person in this example could eventually require a laptop computer and the electronic keyboard may be a better place to start.

The terms, **assistive device** and **adaptive device**, are frequently used as a single phrase when discussing the general topic. Many people use them interchangeably. The evolving trend is to use the term, **assistive technology**, to encompass both types of devices, plus services associated with their use.

DIGITAL VIDEO



Adaptation using a Digital Video

A critical factor in any learning situation is attention. It is easy to blame the learner for a lack of attention, but in reality it is the instructional material that must sustain attention.

Computers help create accessible environments for people with disabilities, as does Digital Video (DV). Digital Video allows the audience to interact with the video beyond VCR controls (play, stop, pause, forward and rewind).

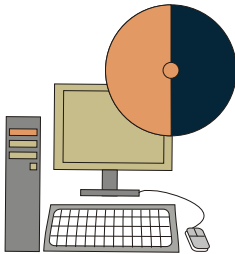
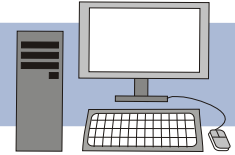
Digital Video allows people to jump to and play any frame in a video that has been linked with a “button”. The user can control the direction and outcome of the video content. Digital video is relatively inexpensive to produce and typically is more expensive than creating hard copies. It provides a level of realism that only being in an actual experience can beat.

It is easy to adapt Digital Video to the needs of its audience. Closed-captions, voice-overs, sound, and graphic enhancements can be used to increase access to the content by activating senses the brain uses to process information.

Digital video can easily be adapted for the Internet. Video produced for DVD can then be created in a format appropriate for use on the Web. Video clips can also be taken from the DVD and integrated into a website.

Adapted from original text by:
Mark Felgen
www.cognimedia.com

USING CD-ROM AND DVD



Determine what you want to include on your CD or DVD, keeping in mind that it's more flexible and can accommodate different formats (pictures, video, documents) than a diskette.

If the CD or DVD is going to be shared and used by people with diverse abilities it must be produced in an accessible format that allows the user to operate it.

Provide symbols, icons, graphics, tables, pictorials with alternate text options;

- convert columns to continuous text;
- indicate new paragraphs with the use of one tab;
- eliminate extra blank lines in your text; and
- eliminate the use of stylistic designs such as bold type, underlining, and special symbols.

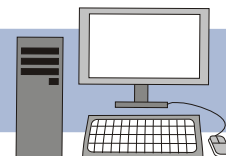
Graphics that are included on your CD or DVD should have descriptive text (and/or audio) portions to relay information conveyed through the graphic or picture.

You may need scripts for audio and video pieces, captions, or other adaptations to make information accessible to a wider audience.

Note:

The greater memory capacity of the CD and DVD allow for different alternate audio and visual tracks that can be recorded and available to specific audiences.

AUDIO RECORDING



Audio recordings can be a helpful adaptation for people who have low vision and/or have difficulty reading. Generally, someone who is recording text reads all the printed information. If the document is complicated, notes to the reader may be required, and when a note is included with the tape, the listener should be made aware of it.

Suggestions for people doing the recording.

At the beginning of the tape, announce the side of the tape and the tape number if there are multiple tapes in a series.

Read the table of contents and include the print page number references as part of the recording.

Describe any visual information in the text so that the meaning will be clear while listening to the audio version.

Descriptions become especially important if explaining an abstract idea.

Provide real life examples that the listener can relate to in their life.

Recording tips:

- Make a trial recording and play back to ensure your voice is clear and understandable.
- Provide examples.
- Allow time for the listener to think about important concepts.
- When explaining a difficult idea, talk slowly and always use plain language to ensure comprehension.

WEBSITE ACCOMMODATIONS



Be sure your web site demonstrates features to make it accessible to people with disabilities. There are significant resources on the internet to research before developing your own site. Most important - spend time looking at and reviewing websites that are accessible for people with disabilities.

National Center for the Dissemination of Disability Research, (NCDDR) provides specific resources about accessible websites. Their website is www.ncddr.org

Bobby Approval, what is it?

Bobby is a Web-based tool that analyzes Web pages for accessibility to people with disabilities. Bobby is a public service designed to expand opportunities for people with disabilities through innovative uses of computer technology. Bobby's analysis of accessibility is based on the World Wide Web Consortium's (W3C) Web Accessibility Initiative (WAI) and Section 508 guidelines from the Architectural and Transportation Barriers Compliance Board of the U.S. Federal Government.

Basic Tips:

- Know your goal and the intended audience. Your site should have something to say to those you expect to visit and in a way they can understand.
- The World Wide Web is an interactive medium. Provide ways for users to give feedback on your site, and plan to update the site regularly.
- Style is important, but content is more important. Do not include graphics in your Web site that do not contribute to understanding the content.
- Facilitate moving through your site easily. Provide users easy access and directions to locate information with few steps.
- Review your pages to see how the information appears using several different browsers. Check links to make sure they remain operative.
- Visit other sites on the Web that are designed for the audience you intend and navigate the site to determine ease and understanding.