**Disability Accommodation Procedure**

**Northwest Region (Coconino, Mohave, and Yavapai) Cooperative Extension**

The University is committed to accessible and inclusive experiences for all its diverse community members. Our goal is to design events that are welcoming to all attendees and to reduce the need for retrofitting and individual accommodations. You are encouraged to contact the [**Disability Resource Center**](http://drc.arizona.edu/about/contact#overlay-context=about/contact) if you receive questions about accessibility or an accommodation request or simply for advice or consultation.

The following information is from the Disability Resource Center website:

<https://drc.arizona.edu/planning-events/planning-events>

Phone Number: 520-621-3268

**ASL Interpreting and CART Captioning**

If you receive a request for a Sign Language interpreter or real-time captioning, the individual doing the interpreting must be certified. If there are no certified interpreters in the area, contact Catherine Mazzola cmazzola@email.arizona.edu or 520-626-4471.

1. **When preparing for an event or workshop you will want to consider the following:**
2. **Location**

Choose a location that is accessible to wheelchair-users and supports the possible use of accommodations. Most facilities at the University are wheelchair accessible; however, if you’re considering a location off campus, you will want to be sure to visit the site to confirm its accessibility.

**Things to consider in selecting a location:**

* Availability of accessible parking and accessible drop-off areas
* Accessibility of the primary entrance:
	+ Is it level or ramped?
	+ Does it have either an accessible door or automatic door opener?
	+ Can ALL participants enter and exit together?
* Availability of wheelchair accessible seating in a space that allows for wheelchair-users to sit with their friends
* Clear signage (entrance/exit, flow of traffic, elevators, parking, restrooms, etc.)
* Accessibility of restrooms and drinking fountains
* Adequacy of lighting and space.
* Is the space appropriately lighted for its intended use? Is there adequate space for Sign Language interpreters, service animals, wheelchair maneuverability, etc.?
* Does the path of travel to the venue present barriers like gravel, uneven surfaces, curbs, stairs?
* Accessibility of outdoor space
1. **Marketing and Materials**

Be sure that any materials you distribute or present are accessible or available in an accessible format.

* Consider posting your materials online, or emailing to participants, in advance.
* If you plan to distribute paper copies, consider having a few copies available in large font (20 point).
* How to create an accessible PDF
* How to create accessible Power Point presentations
* In your advertising, recruitment and marketing materials, consider where and to whom you outreach. Consider a wide range of locations and contacts to increase the diversity in your participants.

**Statements** about the availability of accommodations are a way of creating a welcoming environment. By encouraging advance inquires, you can identify accommodations early so that they can be implemented in a seamless fashion. You may use the following templates in your marketing:

**General Statement**

*Persons with a disability may request reasonable accommodation, such as a sign language interpreter, by contacting ------------------, at (928)------------.Requests should be made as early as possible to allow time to arrange the accommodation.*

**Events—Calendars, posters, flyers and other announcements or advertising**

*With questions about access or to request any disability-related accommodations that will facilitate your full participation in this [insert text: workshop, training, seminar] such as ASL interpreting, captioned videos, Braille or electronic text, etc. please contact: {insert name and contact information including an e-mail or phone number}.*

**Publications—Catalogs, brochures, and other University publications**

*To request this information in an alternate format (Braille, digital,or large print) please contact {insert name and contact information including an e-mail or phone number}.*

**Registration Forms/RSVP's—Printed and on-line registration materials**

*Please describe any disability-related accommodations that will facilitate your full participation in this [insert text: workshop, training, seminar] such as ASL interpreting, captioned videos, Braille or electronic text, etc.*

**Web Pages—To appear as text on pages if you are not sure of usability**

*If any portions of this page are not accessible with adaptive technology, please contact {insert page owner/web master name, e-mail, and phone}.*

**Web Pages—To appear as text on pages that contain non-captioned audio content, such as post-event podcasts of featured presenters**

*To request a transcript or a captioned version of this audio material as a disability-related accommodation, please contact Disability Resources at* *drc-info@email.arizona.edu**.*

**Signage**

Good, clear signage is an important accessibility feature. Be sure signage is posted at various height-levels.

If there is not already, consider creating signage for:

* Main entrance/exit
* Flow of traffic
* Paths of travel
* Elevators
* Parking
* Restrooms
* Only use the wheelchair logo if, in fact, the venue you are using is wheelchair accessible. The logo only refers to wheelchair access and should not be used as a “generic” message that other accommodations are available. Be intentional with the services provided and the symbols associated with them to ensure clarity. Learn about other disability access symbols.
1. **When someone asks for an accommodation:**
2. Designated Admin Staff will be listed as the contact person in the statement on flyers.
3. Admin staff will email the Disability Resource Center (DRC) and copy the program person.
4. After a week, admin staff to follow up with program person about contact from the DRC.