



DISABILITY RESOURCE CENTER

GUIDELINES

for Accessible
Meetings and
Events

Attitudinal Access

- Ask what accommodations are desired — always ask before providing assistance and wait for a response.
- When interacting with or asking questions of an individual with a disability, speak directly to that individual.
- It is okay to use words such as walk, hear, and see.

Physical Access

- Clearly indicate accessibility features with appropriate signage.
- Ensure paths of travel to buildings, event rooms, and restrooms are accessible. Make sure power door openers are not obstructed.
- Ensure all participants can get into the building — may include providing a greeter at the door.
- Ensure paths of travel to seating are free of obstacles.
- Provide access to stages and other raised areas.
- Plan for integrated accessible seating or have someone available to move chairs.
- Provide tables of varying heights or that are adjustable.
- Designate individuals to assist in carrying materials, meals, or other items.
- Straws should be made available when liquid refreshments are provided.

Disability Resource Center
Office for **Equity and Diversity**

UNIVERSITY OF MINNESOTA
Driven to DiscoverSM

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Informational Access

- Provide materials in electronic formats to all participants prior to the meeting/event.
- Provide Braille and large-print materials upon request.
- Provide sign language interpreting/captioning upon request.
- Caption all videos shown.
- Read aloud/describe visual information in presentations.
- Read the contents of bullet points, rather than referring to an item solely by number or by pointing.
- Use specific language such as “the group to my left,” rather than “everyone on this half of the room.”
- Provide assistance when activities require real-time access to print information and/or materials.
- Identify yourself by name when speaking.

Programmatic Access

- Develop your program using the concepts of Universal Design, which is the design of products and environments so they are usable by all people to the greatest extent possible, without the need for adaptation or specialized design.

When Hosting an Event

- Use these words to identify accommodation needs: “To request a disability-related accommodation, please contact *[hosting office and contact information]* at least two weeks prior to the event.”

Disability Resource Center ACCESSIBILITY CONTACT INFORMATION

Interpreting or captioning services:
ICU@umn.edu or ICU Scheduler: 612-626-8987
Other accommodation requests or questions:
Disability Resource Center: 612-626-1333
diversity.umn.edu/disability