



In support of campus policies on equal opportunity, Northeastern University is committed to providing accessibility in campus events. The following points will assist you in planning events from the outset that are accessible and welcoming to participants. For further guidance please consult the resources at the bottom of this handout.

Notification

Informing potential participants of accessibility is key to successful events. Statements such as those below should be included in all advertisement of your events.

Campus Community or Invitation-Only Events

Sample statement: If you require disability-related accommodations to participate in this event, please contact [sponsoring department] two weeks in advance of the event.

Large Scale Events and Those Open to the Public

Sample statements: This event is wheelchair-accessible and will be interpreted into American Sign Language. Or, Wheelchair and Communication Access will be available at this event.

The Wheelchair access and other symbols may be used to convey this information, as well. Please consult with the Disability Resource Center (DRC) for templates.

Venue

Events must take place in wheelchair-accessible locations, which include step-free paths of travel and public elevators if held on higher floors.

Room set-up should include spaces and tables that allow for wheelchair access. Rooms with moveable furniture are preferable to allow for flexibility in seating.

Keep sight-lines from seating areas to stage, podium or front of room in mind. Be aware of obscured views.

Communication Access

Sign Language Interpreting and Real-Time Captioning (CART) enable Deaf and Hard of Hearing participants to follow lectures, presentations, videos and other auditory aspects of events. For further information, please consult the accompanying *Communication Access for Campus Events* brochure.

Plan for adequate venue lighting and sight-lines for audience members.

Reserve seating for Deaf and Hard of Hearing attendees to be able to see Sign Language Interpreters on stage or at front of the room.

Submit a Request for Communication Access via the DRC homepage: www.northeastern.edu/drc/ **no less than two weeks in advance of the event date.** DRC staff will follow up with you concerning event details. The DRC cannot guarantee that an interpreter or CART provider will be available on less than two weeks' notice.

Information Access

Keep in mind that some participants may have difficulty reading projected material or handouts in standard print sizes.

As much as possible, make slideshows and handouts available to participants in digital format in advance of the event, via email, Blackboard and/or other methods.

If using handouts, prepare Large Print versions in advance. Large Print is typically 14 - 16 point font with minimal Serifs.

Campus Resources

Disability Resource Center (DRC)

www.northeastern.edu/drc/

(617) 373-2675

Location: 20 Dodge Hall

Office of University Events

www.northeastern.edu/events/index.html