

Northwestern University
Accessible Event Guide

**your
accessible
event
starter pack**

This guide is intended to provide event organizers and campus administrators with the tools necessary to proactively plan events that are accessible to all attendees.

Often overlooked,
accessibility
is important to consider when
planning your event.

Take a look through this guide to determine
what steps you should take to ensure your
event can be enjoyed by all.

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ensuring access

sibility

our mission

Northwestern University is committed to accessible and inclusive programming on and off campus. Programming should be inclusive to all members of the Northwestern community. Northwestern University is responsible under federal and state laws to ensure access for all participants.

Event Advertising & Registration

1 Registration

The event registration process must be accessible to everyone. Ensure that your event website and online registration forms are accessible to individuals who use assistive technology.

4 Available Services

For other types of events, particularly large events (i.e. graduation), where hundreds or thousands of participants can be expected to attend, organizers may find it easier to **accommodate communication access services** and not require an accommodation request deadline. Event materials should clearly indicate any aids or services that will be available (ex. “Sign language interpreters and captioning will be available at the Convocation ceremony”).

2 Contact Info

Provide both phone and email contact information on event registration and advertisements so that attendees can use their preferred method of communication to ask questions about the event.

5 Accessibility Statement

Event registration materials and program advertisements, which includes flyers, brochures, letters, public service announcements, or any other methods used to inform the public about an event must also include the following accessibility statement.

3 Accommodation Requests

When advanced registration is required, event organizers may want to provide certain communication accommodations based on requests. Deadlines for accommodation requests should be properly indicated in all registration materials.

Northwestern University Event/Program Accessibility Statement

Approved by Brian Boardman 3/3/15

The following statement should be used in all event registration forms, fliers, electronic, and print communication.

“

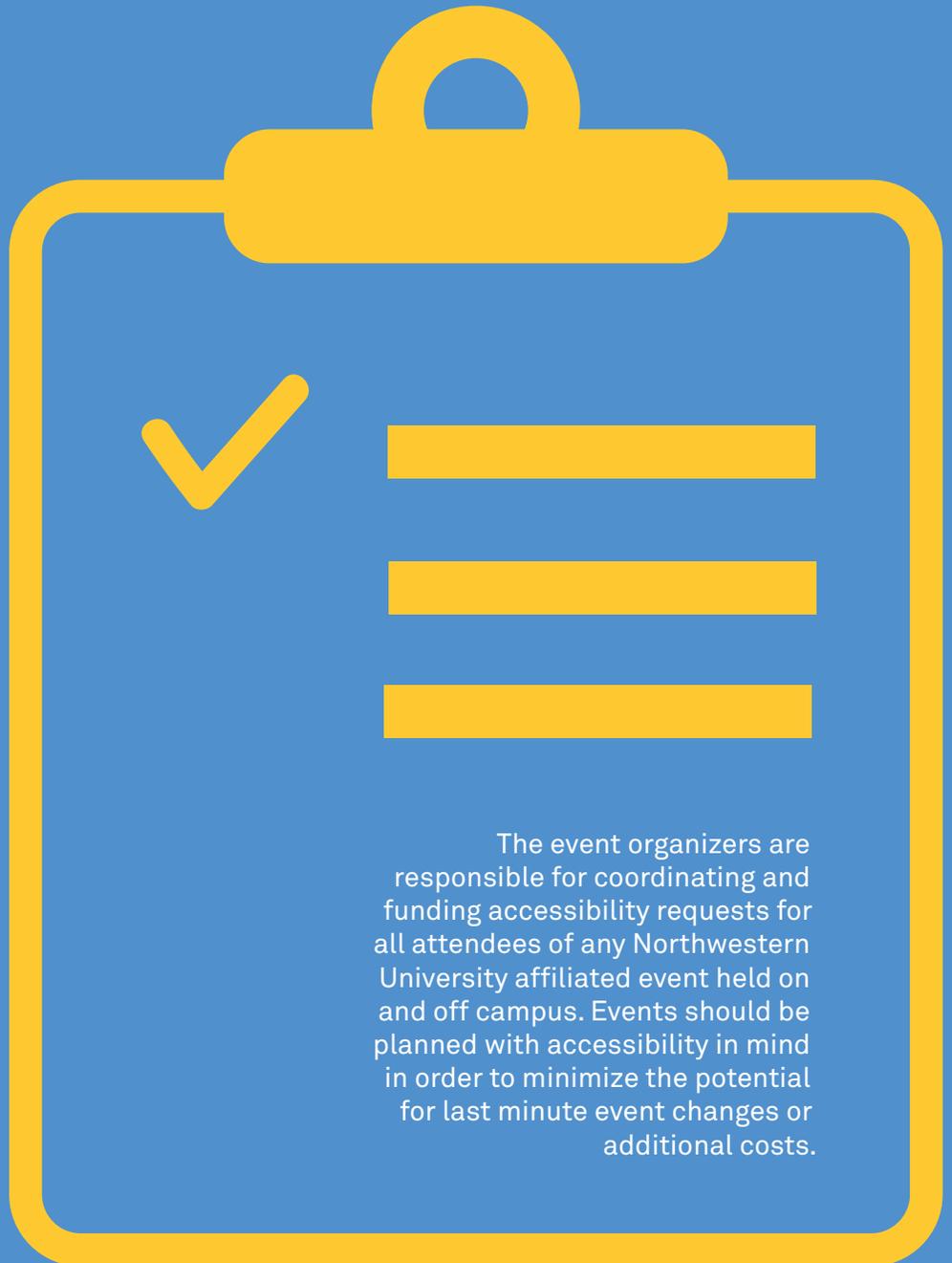
Northwestern University is committed to providing reasonable accommodations for all events and programs. Accommodations such as sign language interpreters, accessible seating, and presentation materials in alternate formats are provided upon request. Please contact [program/event contact] at [program/event contact's email address] or [program/event contact's phone number] by [date*, typically at least one week in advance]. Every reasonable effort will be made to implement accommodations in an effective and timely manner.

If food is being served, we recommend replacing the third sample accommodation listed above with “adjustments due to dietary needs.”

*Accommodation requests received after the designated deadline may not be refused. Reasonable efforts should be made to provide the requested accommodations.

”

Event Planner Responsibility



The event organizers are responsible for coordinating and funding accessibility requests for all attendees of any Northwestern University affiliated event held on and off campus. Events should be planned with accessibility in mind in order to minimize the potential for last minute event changes or additional costs.

Designating a Point of Contact for Accommodations

The Northwestern University department or organization sponsoring the event should identify a contact person who is knowledgeable about the event details and will coordinate all accommodation requests. The name, phone, and email address for the contact person should be included in the Accessibility Statement for each event (see previous page).

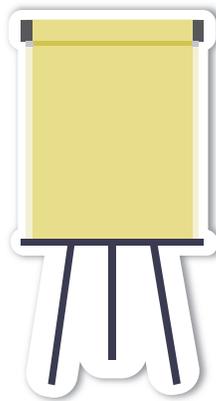


Event Materials

Presentation Materials

Program materials including PowerPoint presentations and printed handouts that are distributed at the event should be made available in alternative formats: large print, audio, electronic format (Word doc is preferred), or in Braille per attendee request. Whenever possible, meeting materials such as handouts, evaluations, and flyers should be made available in electronic format (.doc, .txt., etc.) prior to the event.

- 1 Large print materials (18 point font Sans Serif type, e.g. Arial) and other alternate formats should be provided upon request.
- 2 If flip charts, easels, or dry erase boards will be used, read aloud the information to assist audience members who cannot see the board. Verbally describe any visual aids or graphical information.
- 3 If there are evaluations or other forms that are to be filled out during or at the conclusion of the event, a reader and/or scribe should be provided for a person who is unable to complete printed materials independently.



Multimedia/Audiovisual Materials

- 4 Any films or videos used must be captioned and presenters are encouraged to describe visual aids utilized in their presentation.
- 5 Audiovisual or multimedia presentations (especially videos) should have captions/subtitles or a plan so individuals with hearing impairments can access the information.
- 6 Supply wireless or adjustable height wired microphones to amplify talks and events if needed. Remind speakers (whether from the front or the floor) at the beginning of the session to use the mics.

Programmatic & Venue Accessibility

1 Location

The building location and event space or meeting room should be accessible to all attendees. Choose a location with accessible entrances, ramps, elevators, and accessible.

2 Arrangement

The room, seating, and aisle spacing should be arranged so that attendees who are blind or have low vision or use a wheelchair or other mobility devices can move about safely and independently.

3 Interpreters/Captioning

Attendees who are deaf or hard of hearing may need reserved seating near the speaker, interpreters, or captioning.

4 Tables/Desks

If tables or desks are used, ensure that adjustable height options are available.

5 During Event

Event organizers should be available during the event to inform attendees about the location of accessible restrooms, elevators, building location, and room set up.

6 Wheelchair Locations

The number of chairs removed for wheelchairs depends on the total seating (see table below); Wheelchair locations should be integrated with the general seating areas. Companion seating should be available next to wheelchair locations.



Wheelchair Seating Locations

Assembly areas with fixed seating, e.g. theaters, stadiums, etc., must provide a range of **built-in seating locations** so people using wheelchairs can choose where to position themselves to view activities or performances.

Capacity of Seating in Assembly Areas	Number of Required Wheelchair Seating Locations
4 to 25	1
26 to 50	2
51 to 150	4
151 to 300	5
301 to 500	6
501 to 5000	6, plus 1 for each 150, or fraction thereof
5001 and over	36, plus 1 for each 200, of fraction thereof

The number of wheelchair locations required is related to seating capacity and, with some exceptions, must be dispersed within conventional seating areas so patrons have a choice of ticket price. These goals also should be met or exceeded in assembly areas where moveable chairs are used for the temporary event.



Accommodation Budget

Accessibility and accommodation costs should be included as a budget item for all meetings, conferences, and events on campus. The accommodation funding source(s) should be determined during the planning stages of the event. If you are unsure how to estimate the cost of specific accommodations (American Sign Language Interpreters, Real Time Captioning, Assistive Listening Devices, copies of PowerPoint presentations, large print or braille), AccessibleNU can help you estimate the cost and proactively identify resources.

On-site Registration/ Day of Event

Registration staff should be informed about how to provide accommodations and where to obtain services.



Event staff should understand the general obligation to provide accommodations for individuals with disabilities. Staff should be prepared to offer assistance and answer common questions such as:



“Where is the accessible restroom and water fountain?”



“Where is the nearest accessible parking location?”



“Where is the accessible entrance?”



“Where is the seating for individuals who are deaf/hard of hearing?”

Sign Language Interpreters

Departments and campus partners are encouraged to arrange interpreters for all NU programs and events. Attendees that request accommodations for an event should be asked about their preference of communication access. Every attempt should be made to meet that specific accommodation request.

Requests

Requests for sign language interpreters can be made by contacting an interpreter referral agency. Interpreter requests should be initiated about two weeks in advance of the event date in order to ensure that communication access is available to all attendees. If a request is made just a few days before the event, a good faith effort should be made to secure interpreters.

Each NU department or organization must set up their own customer account in order to book an interpreter. Please contact the interpreter agency to find out more about setting up a customer account, billing information, and interpreter requests.

Be sure to have all relevant event information on hand when submitting the interpreter request.

- 1 Date of event
- 2 Start/end time
- 3 Location – address, building, room
- 4 Type of event and important details
- 5 On-site contact name and contact information

Resources

Chicago area Interpreter resources:

Chicago Area Interpreter Referral Service (CAIRS)
www.cairs.net/
312-895-4300

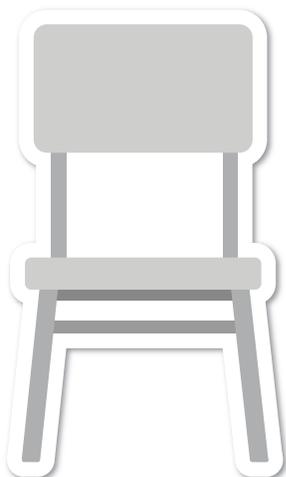
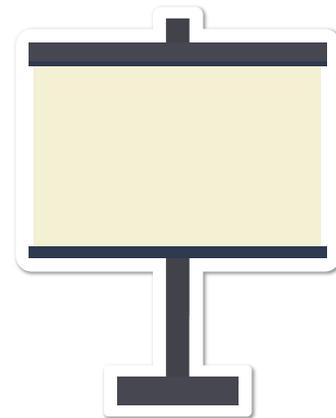
Deaf Communication by Innovation (DCI)
www.deafcomm.net/
773-857-7709

Chicago Hearing Society (CHS)
www.chicagohearingsociety.org/
773-248-9121

Event Planning/ Space Considerations

1 Presentation Materials

- Request presentation materials from the speaker a few days in advance.
- These materials can be sent to the interpreters prior to the event.
- This provides the interpreter(s) with advance notice of important topic and schedule details.



2 Set-up

- Consider the room set-up.
- Each interpreter will need a chair and should be located in close proximity to the speaker and in view of attendees.
- Events lasting more than two hours will usually require two interpreters.
- Seats should be reserved for those individuals who request sign language interpreters.
- The reserved seats should be located near the front and near the interpreters.

3 Lighting

Keep the event space well lit so that the interpreter and any visual aids are easy to see.



4 Captions

Ensure that presenters utilize closed-captioned videos and when possible include key points on an overhead/slide.

CART or Real-Time Captioning

CART stands for Communication Access Realtime Translation. CART is an instant translation of the spoken word into text. CART reporters typically use a stenotype machine, notebook computer, and real-time software. CART is a form of communication access primarily used by individuals who are deaf or hard of hearing.

Requests

Requests for CART reporters can be made by contacting a local CART transcription service. CART requests should be initiated about two weeks in advance of the event date in order to ensure that communication access is available to all attendees. If a request is made just a few days before the event, a good faith effort should be made to secure CART services.

Each NU department or organization must set up their own customer account in order to book a CART provider. Please contact the agency to find out more about setting up a customer account, billing information, and CART requests.

Be sure to have all relevant event information on hand when submitting the CART request.

- 1 Date of event
- 2 Start/end time
- 3 Location – address, building, room
- 4 Type of event and important details
- 5 On-site contact name and contact information

Resources

Chicago area CART provider resources:

Alternative Communication Services (ACS)

800-335-0911

630-456-5124

info@accaptions.com

Illinois Court Reporters Association

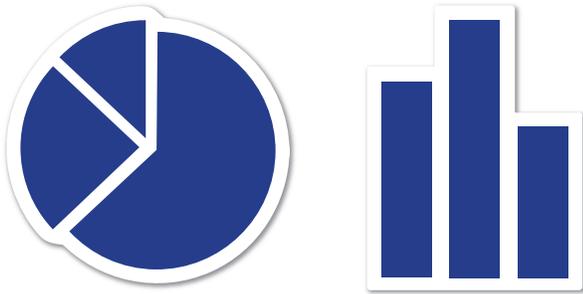
ILCRA Professional Members List

www.ilcra.org/sitepage.asp?page=cart-providers

Event Planning/ Space Considerations

1 Presentation Materials

Request presentation materials from the speaker a few days in advance. These materials can be sent to the CART reporter prior to the event. This provides the reporter with advance notice of specialized vocabulary and names to be used in a presentation.



2 Set-up

Consider the room set-up. CART reporters will need a desk or table for their equipment. Seats should be reserved for those individuals who request CART. The reserved seats should be located near the front and next to the CART reporter.



3 Lighting

Keep the event space well lit so that the interpreter and any visual aides are easy to see.

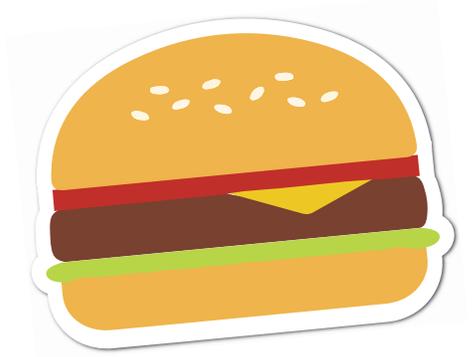


4 Captions

Ensure that presenters utilize close captioned videos and when possible include key points on an overhead/slide.



Food Allergies and Dietary Accommodations



Long-Range Planning:

- 1 Where will the event be held? (On/off campus?)
- 2 Will the event hosts be serving food/beverages?
- 3 Who will be supplying the food/beverages for the event?
 - Do/can they provide options free of the common allergens?*
 - Do/can they post ingredients for all food/beverage choices?
 - Do/can they post common allergens for all food/beverage choices?
- 4 If no to any in #3:
 - Did you inquire as to the possibility of the vendor providing these requirements?
 - If the event is catered, did the caterer verify that they would be able to provide allergen-free food choices for the event?
 - If no, is there another food/beverage vendor or caterer you can choose who will meet those requirements?

Budgeting

- 1 Will it cost more to have an event safe for individuals with food allergies?
If yes, how much more?
- 2 If attendees are purchasing their own food/beverages:
 - Can they purchase allergen-free meals?
 - How will they know they can purchase allergen-free meals?
 - How will they know the process and whom to contact?



Advertising/Contact:

- 1 How are the attendees notified regarding whom to contact in the event of disability accommodations and food/beverage allergies? Consider using Northwestern's recommended accessible events statement which you can find at:
www.northwestern.edu/accessiblenu/accommodations/accessible-events-guide/index.html
- 2 If you do not use the recommended accessible events statement:
 - Is the process for requesting available accommodations clearly highlighted on flyers, posters, emails, websites, all materials, announcements, etc.?
 - Is the contact information accurate and current? Is the contact person aware of their role?
 - Is the process streamlined and (relatively) simple? Can it be accessed via multiple modes of communication (email, phone, online form, etc.)?
 - If an online form is used, is it accessible? (Google docs are NOT accessible for students who use screen-readers.)
- 3 If not the contact person, who will be responsible for the responding to the requests for accommodations and food/beverage allergies?

Event

- 1 Will food/beverage choices be located near or away from other foods with allergens?
- 2 Will there be someone knowledgeable regarding allergic reactions attending the event?
 - If yes, have they been trained to address allergic reactions?
 - If yes, do they know how to use an EpiPen or AUVI-Q?
- 3 Will it be possible to accommodate last-minute requests for allergen-free food/beverages?
 - If yes, how much time will be needed?

*Common food allergens: eggs, fish, milk, nuts from trees (including hazelnuts, walnuts, almonds, and Brazil nuts), peanuts (groundnuts), shellfish (including shrimps, mussels, and crab), soy, wheat/gluten. Nut oils and sesame seeds/oils are also commonly problematic for students with nut allergies.

The background is a solid blue color with several yellow paw prints scattered across it. The paw prints are stylized, with four distinct pads and a larger, irregular shape for the main part of the paw. They are positioned in the top left, middle, and bottom right areas of the page.

Service and Support Animals

For the University policy concerning service, assistance,
and other animals at Northwestern, visit:

policies.northwestern.edu/docs/animal-policy-final-012717.pdf

Service Animals in Public Areas of the University

Service dogs must be permitted to accompany people with disabilities in all public areas of the University. For an individual to qualify to have a service dog on campus

- 1 The individual must have a disability as defined by the ADA
- 2 The service dog must be trained to do specific tasks for the individual that are related to the individual's disability.

University employees cannot ask about the nature or extent of a person's disability to determine whether a person's dog qualifies as a service dog. When it is not obvious what service the dog provides, University employees may make only two inquiries to determine whether the dog qualifies as a service dog, which are:

- 1 Is the dog required because of a disability?
- 2 What work or task has the dog been trained to perform?

University employees cannot require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task. Service animals are not required to wear a vest, ID tag, or specific harness.

Individuals with disabilities who require a service dog will not be denied access when another individual on the premises is allergic to dogs. In such instances, both parties should consult with the Office of Equal Opportunity and Access or AccessibleNU to determine if both parties can be accommodated.

Assistance Animals in Public Areas of the University

Assistance animals are generally not permitted inside public areas of the University. The use of an assistance animal in public areas may be allowed as a reasonable accommodation for students, through established AccessibleNU procedures, or for employees, through established Office of Equal Opportunity and Access procedures.

If permitted as an accommodation, assistance animals and their owners are subject to the same requirements and restrictions described in this policy that are applicable to service and other animals.

Parking



Evanston Campus Parking Services Office

 1841 Sheridan Road
Evanston, Illinois 60201

 Monday - Friday, 8 a.m. to 4 p.m.

 847-491-3319
847-467-3613 (Fax)

 parking@northwestern.edu

www.northwestern.edu/up/parking/

Chicago Campus Parking Services Office

 710 N. Lake Shore Dr.
Abbott Hall, Room 100
Chicago IL 60611

 Monday - Friday, 8 a.m. to 5 p.m.

 312-503-1103
312-503-9243 (Fax)

 chicagoparking@northwestern.edu

www.northwestern.edu/userservices/transportation/parking/index.html

Northwestern University Parking & Transportation

www.northwestern.edu/userservices/transportation/index.html

Parking On Campus



Evanston Campus Parking Map

www.northwestern.edu/transportation-parking/evanston-parking/parking-map/index.html



Chicago Campus Parking Map

www.northwestern.edu/transportation-parking/chicago-parking/parking-garage-locations.html



Parking Off Campus

Park near Evanston Campus

For parking near campus, review City of Evanston public parking lots and garages at:

www.cityofevanston.org/residents/parking/lots-and-garages

Additional Campus Resources

Northwestern University Facilities Management



847-491-5201 (Evanston)
312-503-8000 (Chicago)



facilities-management@northwestern.edu
www.northwestern.edu/fm/index.html

Northwestern Dining Services and Catering



847-467-6114



nucuisine.sodexomyway.com/catering/index.html

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