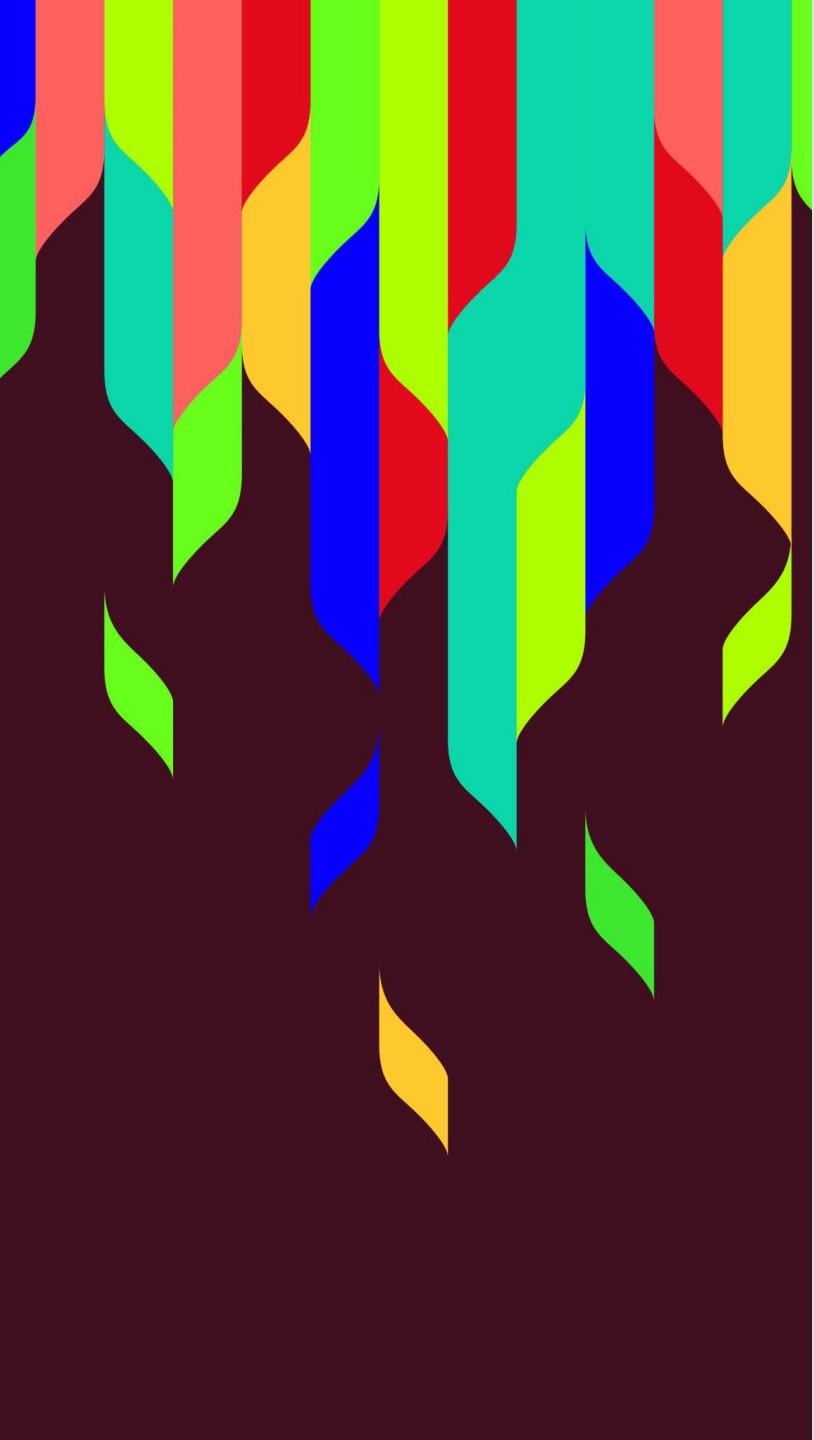


Planning and  
Executing an  
Accessible In-Person  
CME Course



# Objectives

- Understand the legal requirements for accessibility.
- Incorporate methods for identifying accessibility needs of participants.
- Identify possible accommodations for various types of needs.



What do we know about  
accessibility during  
in-person meetings?

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# Legal Requirements

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- Sections 501 and 504 of the Rehabilitation Act of 1973
- Title III of the Americans with Disabilities Act of 1990 (ADA)
  - *Public facilities must make reasonable modifications to avoid discrimination in their policies, practices, and procedures*
  - *Individuals with disabilities have the same civil rights protections that apply to race, sex, national origin, and religion.*



# Accessibility Aspects



Site Choice



Promotion



Registration



Physical Space



Presentations



Handouts

## **You need to offer accommodations if:**

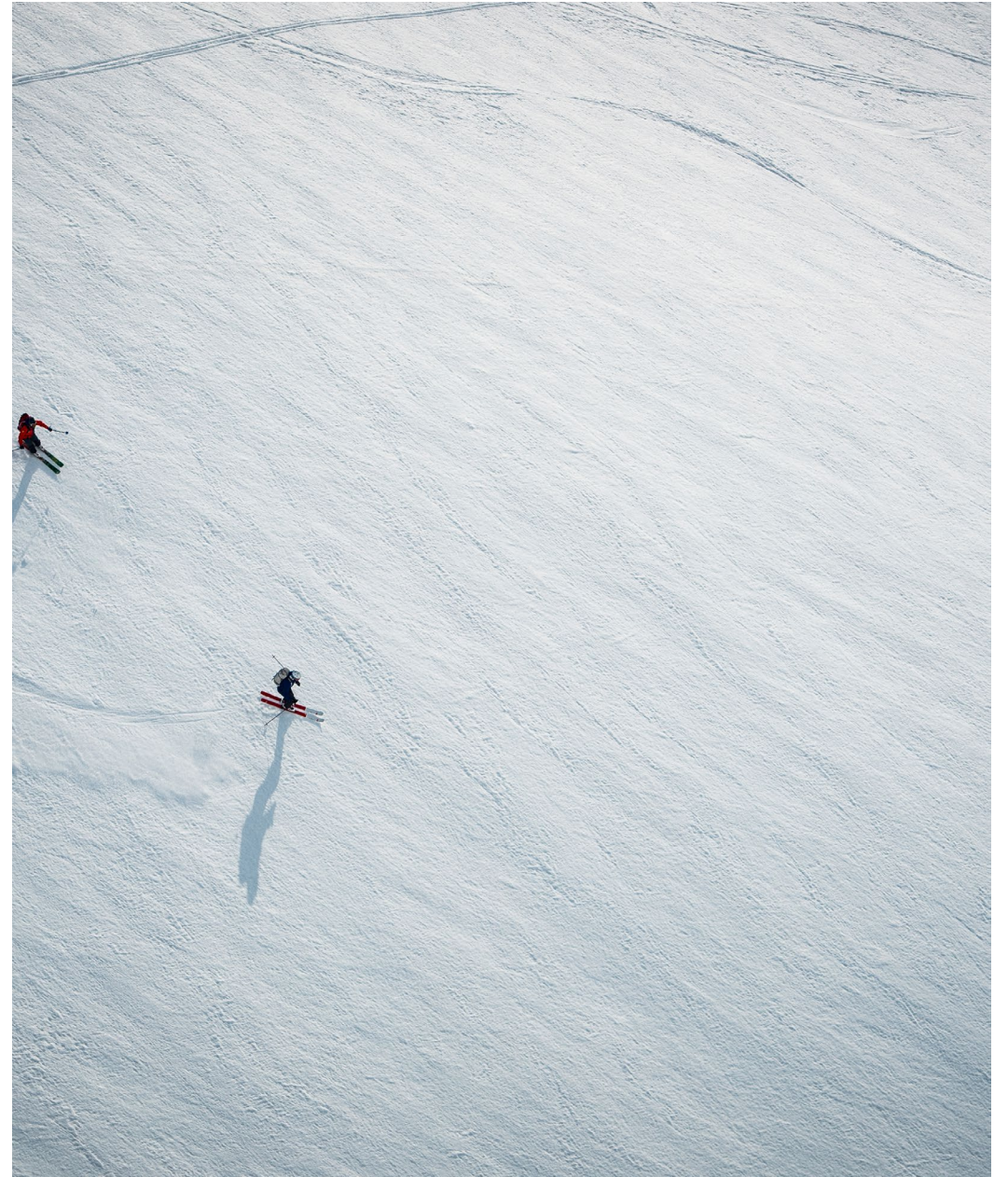
You know at least one or more persons with disabilities may participate;

You're sending the invitation to a large group or entire department or division;

You're posting the announcement in a public or semi-public forum



# Discover Your Audience



# Use Inquiry Statements

On all marketing  
posters, fliers,  
emails, and  
registration forms:

“If you have a disability and require special assistance, please inform (conference planner) by attaching your requirements to this form or contact (conference planner) via email or telephone at (add contact information.)”

“If you have a disability and may require accommodation in order to fully participate in this activity, please check here; you will be contacted by someone from our staff to discuss your specific needs.”



# Ask!

Another approach is to include a checklist in your meeting RSVP. For example:

- I will need the following accommodations in order to participate:

\_\_\_ Assistive listening device

\_\_\_ Captioning

- \_\_\_ ASL Interpreter

\_\_\_ Reserved front row seat

\_\_\_ Large print

\_\_\_ Advance copy of slides to be projected

\_\_\_ Wheelchair access

\_\_\_ Scent-free room

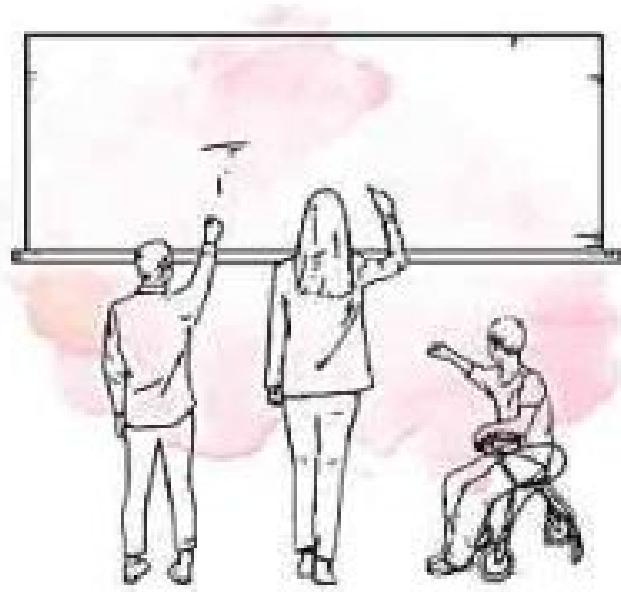
\_\_\_ Diet Restrictions. List: \_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_

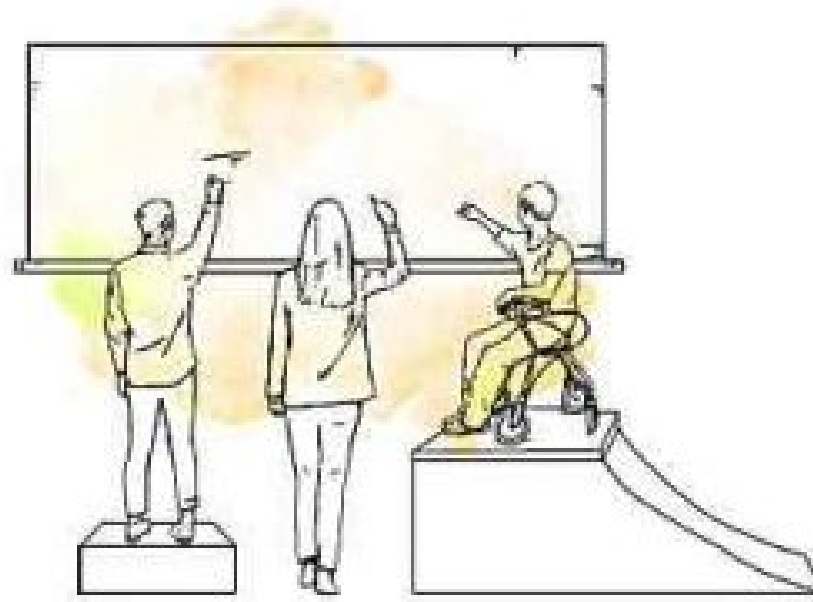
Then, Find  
Out More



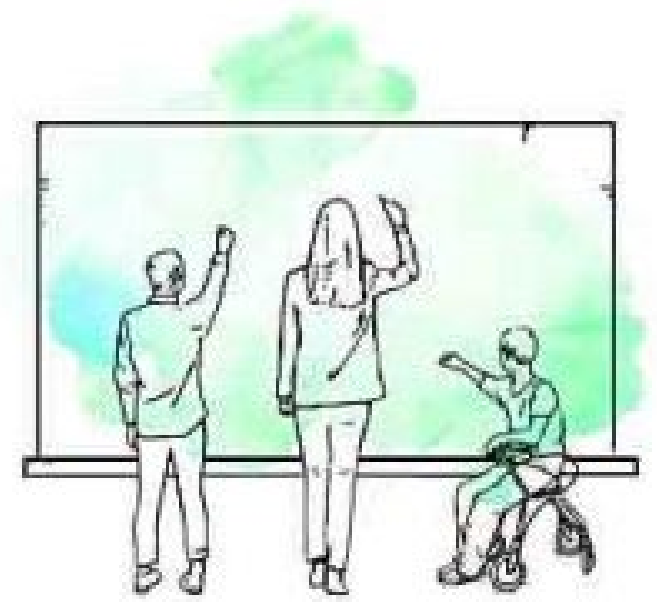
# Equality



# Accommodation



# Accessibility



Accommodation  
Vs. Accessibility



# Considering Physical Space

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IMAGINE A PARTICIPANT WHO  
USES A WHEELCHAIR IS COMING  
TO YOUR CONFERENCE.

**WHAT THINGS SHOULD BE  
CONSIDERED AND ARRANGED  
TO ENSURE ALL ASPECTS OF THE  
CONFERENCE ARE ACCESSIBLE  
FOR THAT PERSON?**

# Accessible Space - Arrival

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Ensure handicap parking is available and can accommodate lift-equipped vans, if needed

Main entry and exit routes of the facility are easily maneuverable and obstacle free

Elevator/Ramp

Registration table that is wheelchair accessible

Wide, easy to open doors

# Accessible Space - Conference Room

Assistance in helping to find appropriate seating

Large space between tables

Reserve seats in the front row(s) for persons with disabilities

Consider accommodations for any activities that might require movement





# Accessible Space – Restrooms

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- Wide easy to open doors
- Unobstructed sinks at appropriate heights
- Large stalls with raised toilet seats, grab bars
- Adequate space to maneuver a wheelchair

# Accessible Space - Meals



Include personal assistants



Make adequate  
provisions for  
seating

Allowing all  
participants  
to sit in the  
same area



Avoid buffet lines as much as  
possible



# Considering Visuals

What are the different ways someone might be visually disabled?

What instructions would you give to a presenter to accommodate for that person?

What other things should be considered to increase accessibility for this individual?



# Tips for Presenters

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Only key points in presentation

Large print

Sharp, contrasting colors

Allow adequate time for audience to read visual aids

Accompany slides and handouts with a complete verbal description

Provide a copy of presentation materials well in advance to allow for large print or Braille transcription

Have a reader available

Lower room lighting to increase contrast

Avoid relying on gestures to illustrate a point

Graphics and charts can still be used – just describe them in detail

# Conference Materials to be Considered



Maps



Books



Signs



Menus



Forms



Displays

# Considering Acoustics

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What are the different ways someone might have an auditory disability?

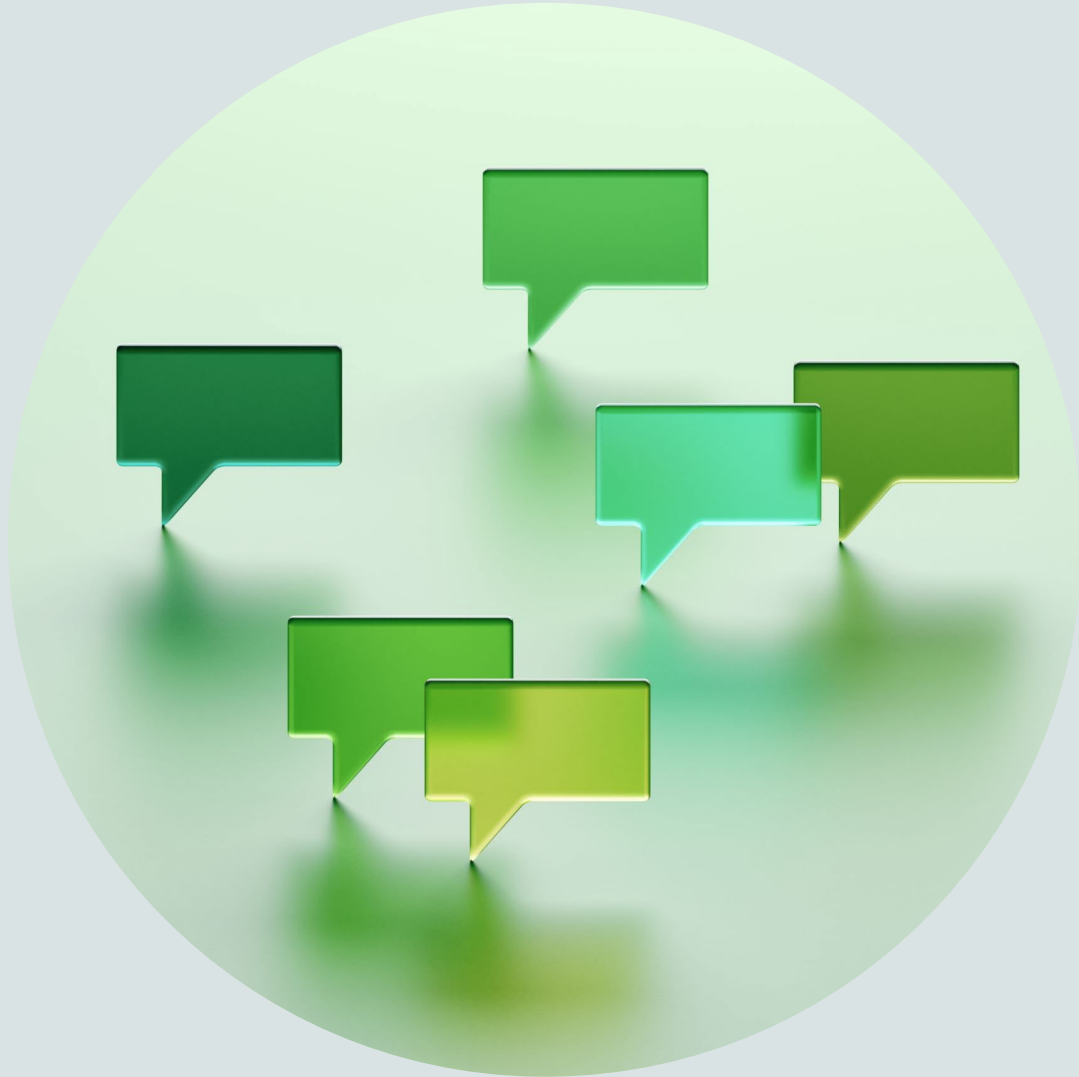
What instructions would you give to a presenter to accommodate for that person?

What other things should be considered to increase accessibility for this individual?

# Tips for Presenters

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- **Speak to the audience**
- **Monitor rate of speech**
- **Small group discussion - arrange seats in a circle**
- **Have notes on the presentation available beforehand, if possible**



# Additional Accommodations



Text should accompany any audio component

Open captioning – words are visible on the screen  
Close captioning – words are hidden to most viewers and decoded for people needing the captioning



Sign Language Interpreter

Including for registration



Assistive listening devices



Preferred seating



Well-lit, check that window coverings are adjustable to reduce or remove glare



# Checklists – For Venue

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Look for these features when inspecting your meeting/event space:

**Visibility** – Consider those with impaired sight

Clear signage (identifying location and directions); well-lit meeting space and adjacent areas; projection screen visible from all seating (if using projection).

**Acoustics** – Consider those with hearing impairment

Public address (PA) system; roving microphone; limit unnecessary background music; seating available near presenter for lip reading; availability of assistive listening devices.

**Mobility** – Consider those who may be in a wheelchair or have other mobility impairments

Accessible parking near venue; proximity to bus stop; ramp and/or elevator access; accessible bathrooms; barrier-free pathways; wide doorways and aisles to accommodate wheelchairs/scooters; no loose cables across walking areas.

**Technology** – Consider those who may need to use adaptive devices

Electrical outlets in accessible seating areas to accommodate devices, laptops, etc.; extra space or work surface



# Checklists – For Presenters

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**Provide presenters with a checklist requesting that they:**

- **Submit materials in advance**
- **Verbally describe visual materials**
- **Have printed copies available (in larger font)**
- **Avoid using small print on presentations**
- **Ensure speakers (including those asking questions) always use a microphone**
- **Activate captions on any video used in the presentation**
- **Encourage hourly breaks**
- **Organize breakout group activities to maximize distance between groups and minimize mobility requirement**





# Checklists – For Presenters

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## **Q&A**

Make sure to repeat questions posted by audience before responding, especially if there is not a roving microphone available.

Presenters or audience members may express confidence that they are loud enough and do not need a microphone. Regardless, ask them to speak into one.

# More Resources....

- [Making Meetings Accessible](#) (CDC.gov)
- [Universal Design and Accessibility](#)
- [ADA Accessibility Standards](#)
- [Accessible Event Checklist](#) (USC)
- [Making Events Accessible](#) (W3C)





Thank you

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