

UConn Guidelines for Accessible Events

Introduction

All University events either on or off-campus are subject to the accessibility requirements of Americans with Disabilities Act (ADA) as Amended, and Section 504 the Rehabilitation Act of 1973. Event organizers have a responsibility to help ensure accessibility for participants or attendees with disabilities. All event organizers should be familiar with these guidelines and refer to accessibility.uconn.edu/ for further information. The Center for Students with Disabilities (CSD) has created an [Accessibility Checklist for University Events](#) and an [Appendix](#) for additional guidelines and information to help event organizers create and manage a program and space that is accessible to all persons. Event organizers seeking assistance coordinating event-related access may contact the [ADA Coordinator/Office of Institutional Equity](#) at 860-486-2943 or equity@uconn.edu.

Definitions

Event means, but is not limited to, academic lectures, receptions, religious services, student organization meetings, sporting events, and any other type of meeting or activity open to the University community and/or to the public (e.g. commencement).

Event Organizer means the member of the University community, or the school, department, or other unit or group sponsoring the event.

Physical and Programmatic Access/Accessibility refers to any means of physical access to, and communication prior to and during the event. For example, for those with disabilities affecting mobility, this would include scheduling the event in a space accessible to wheelchairs or other devices for mobility assistance; for individuals who are deaf or hard of hearing this might include interpreters, transcribers or captioning; for individuals who are blind or have low vision this might include Braille or electronic format delivery of text; for other disabilities this may include providing event-related materials in an alternate format, including announcements about the event.

Auxiliary Aids and Services includes-

- i. Qualified interpreters on-site or through video remote interpreting (VRI) services; notetakers; real-time computer-aided transcription services; written materials; exchange of written notes; telephone handset amplifiers; assistive listening devices; assistive listening systems; telephones compatible with hearing aids; closed caption decoders; open and closed captioning, including real-time captioning; voice, text, and video-based telecommunications products and systems, including text telephones (TTYs), videophones, and captioned telephones, or equally effective telecommunications devices; videotext displays; accessible electronic and information technology; or other effective methods of making aurally delivered information available to individuals who are deaf or hard of hearing;

- ii. Qualified readers; taped texts; audio recordings; Braille materials and displays; screen reader software; magnification software; optical readers; secondary auditory programs (SAP); large print materials; accessible electronic and information technology; or other effective methods of making visually delivered materials available to individuals who are blind or have low vision;
- iii. Note: In general, auxiliary aids and services, which are personal in nature, are not required to be provided. Examples include hearing aids, wheelchairs, and personal assistants.

Requirements

Responsibility

As an institution that is required to comply with the ADA and Section 504, University of Connecticut must make every effort to make all of its programs and activities accessible to those who wish to attend. To the extent readily achievable, this includes physical and programmatic access/accessibility as defined above, and as described further in the [Accessibility Checklist for University Events](#) and associated [Appendix](#). Accomplishing this goal requires coordination across campus, as well as the participation of those seeking an accommodation. However, primary responsibility for accessibility rests with the event organizer. The organizer will make a good faith effort to accommodate all persons with disabilities

Scheduling Events

The University will make every effort to schedule all events open to the public in an accessible space. For events open only to students, faculty and/or staff (i.e. the University community), event organizers shall make every effort to schedule such events in accessible spaces. If for any reason a University community event is scheduled in a space that is not accessible, and the event organizer receives a request for an accommodation from an individual with a disability, the event organizer has the responsibility to find an alternate location that is accessible.

Publicizing Events

- i. **Non-Discrimination Statement**

All University publications describing or inviting participation in UConn programs or activities must contain one of the non-discrimination statements set forth in the [Non-Discrimination Policy Statements for Publications, including Accessibility Statements for University Events and Section 1557 Statements for Health Programs](#).

- ii. **Event Accessibility Statement**

The event accessibility statement is required for all publications that describe or invite participation in a University-sponsored event or activity, whether the publication is dispersed via print or electronic means, published on the Internet, or advertised using social media. Event materials should include both the non-discrimination statement and the event accessibility statement.

Event Accessibility Statement

If you require an accommodation to participate in this event, please contact (INSERT SPONSORING DEPARTMENT CONTACT NAME) at (INSERT TELEPHONE AND EMAIL CONTACT INFORMATION) by (SPECIFIC DATE (suggestion: at least 5 days in advance)).

iii. Marketing Best Practices

One of the keys to making events accessible and meeting compliance obligations is through accessible communication. Refer to the [Information Technology Services IT Accessibility website](#) for further information and guidance regarding publicity and marketing.

Making Event Materials Accessible

Event organizers are required to ensure that all materials have the capability to be put into an alternate format upon request and should plan ahead accordingly. Such alternate formats may include:

- taped texts
- audio recordings
- Braille materials
- large print materials
- materials in electronic format (PDF or compact disc with materials in plain text or word processor format)

Associated Costs

Any costs associated with providing a disability accommodation are the responsibility of the event organizer. The costs associated with disability access are considered part of the overall expense of the event. Event organizers should include the expense of any anticipated accommodations as a budget item in the event planning. Event organizers who think the cost of the accommodation(s) cannot be supported, should discuss or assess alternative funding. Accommodation requests should not be denied solely based on associated costs. Event organizers may contact the Office of Institutional Equity at 860-486-2943 or equity@uconn.edu for guidance or assistance regarding event accommodation requests.

Additional Resources

- i. [accessibility.uconn.edu event planning webpage](http://accessibility.uconn.edu/event-planning-webpage)
- ii. [Accessibility Checklist for University Events \(CSD\)](#)
- iii. [Accessibility Checklist for University Events: Appendix](#)
- iv. [UConn Interpreting Services](#)
- v. [UConn Accessible Van Shuttle](#)
- vi. [A Planning Guide for Making Temporary Events Accessible to People with Disabilities](#)