

Blue Trunk Foundation

Conference Accessibility Guide

Prepared October 2021

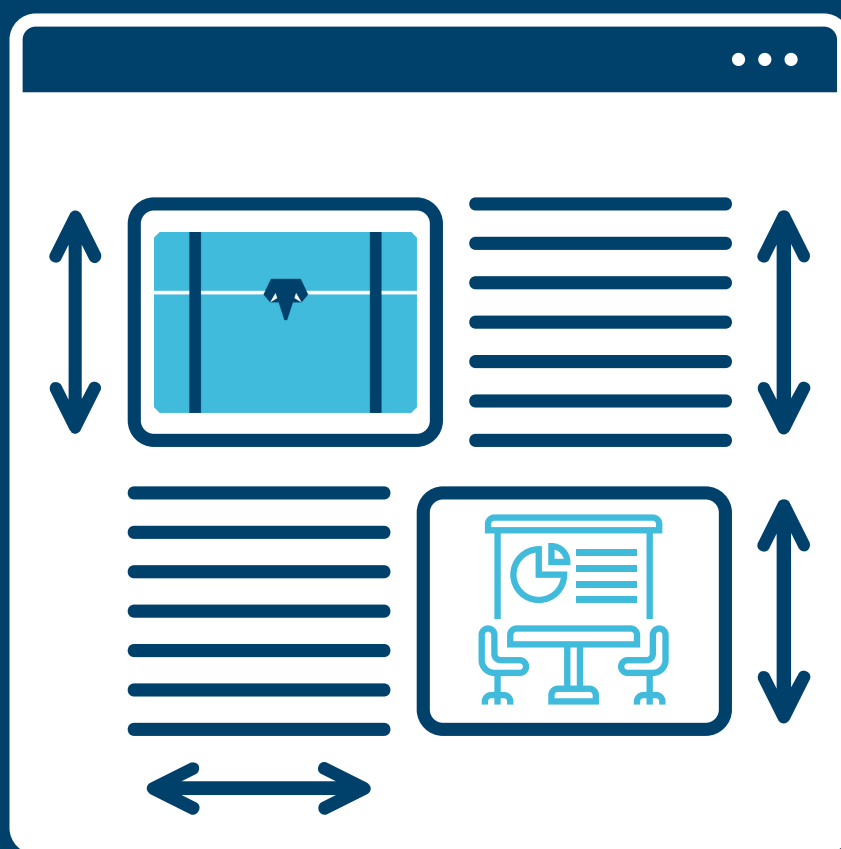


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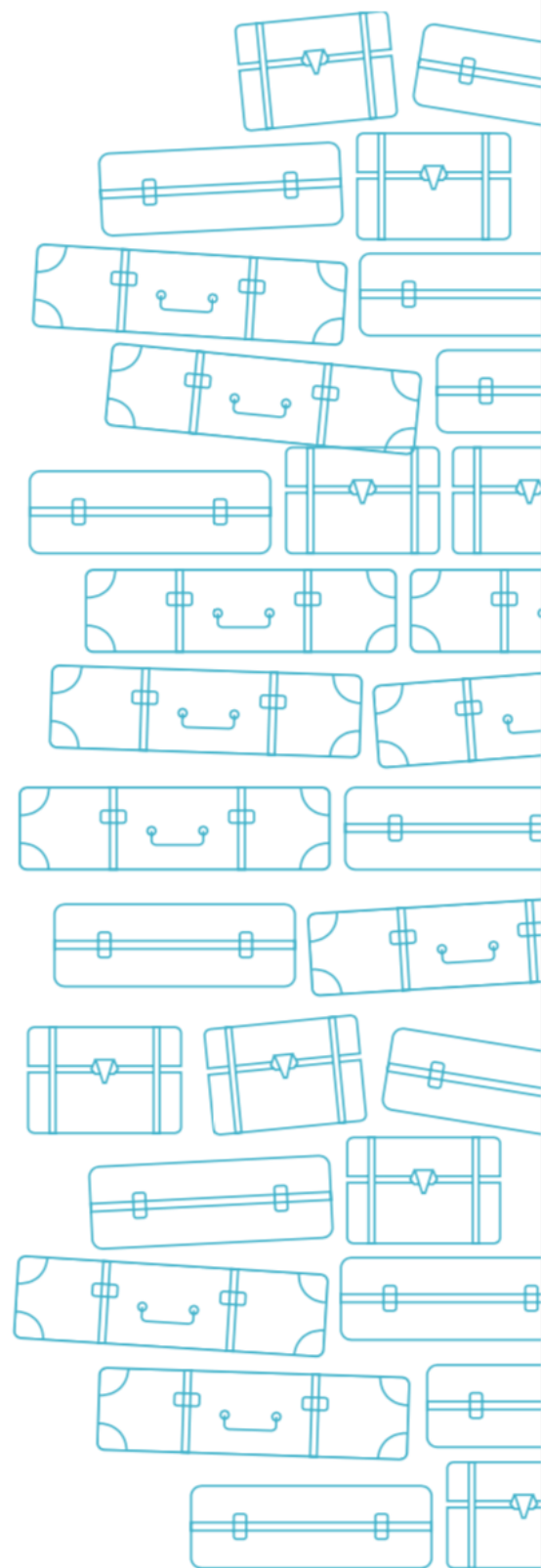


Introduction

This document contains Blue Trunk's recommendations for accessibility accommodations. This is an overview of general recommendations. We would like to note that all of these are important accommodations. Because needs are individual and accessibility is different for everybody, we cannot prioritize these accommodations.

For one-on-one guidance please contact us about our consulting services.

Accommodation recommendations in this guide are provided for the following categories: Physical Space, Online Space, Sessions, Meals, and Other.



Physical Space Accommodations

Accommodation Description	Notes
Keep doors open to sessions with sound barriers like piped curtains or privacy screens.	The venue may have these materials available (piped curtains or privacy screens). If the doors do not have built in door stops, you will need to provide door stops.
Space for wheelchairs set aside in front and back of seating areas.	You can mark this off with tape and a printed sign on the floor.
Keep bathroom doors open.	For multi-stall bathrooms you will need to prop the doors open. This can be done with built in door stops or with regular door stops.
Provide at least one step stool per bathroom.	If this is not a built-in feature in the bathroom already then you will need to provide at least one step stool per bathroom.
Provide items that attendees will use/grab at a wheelchair accessible height.	Items such as hand sanitizer, brochures, etc.

Accommodation Description	Notes
Registration counter at wheelchair accessible height.	If using hotel check-in desk there should be an accessible height counter already available. If using tables for check-in make sure there is at least one lower table.
Provide a quiet room.	The quiet room should have varied seating (hard and soft chairs, a couch) and should have soft lighting (lamps instead of overhead lights).
Provide a mothers' room.	Mothers' room should be a private area to nurse/pump with comfortable seating. This room should be able to lock.
Fridge available for medical supplies, breastmilk, etc.	If the venue has a fridge for you to use you can set it aside for this purpose. Or you may need to provide a mini fridge.



Accommodation Description	Notes
Make braille signage available.	The venue may have some braille signage available, but everything on the schedule should be reflected on the signage. If a session is in “Session Room 1” then the braille signage should say “Session Room 1.” Either use the venue room designations or provide your own braille signs.
Do not have loose cables on the floor.	Your tech team should include floor covers for cables being used.
Provide accessible parking.	Venue should have accessible parking but depending on number of attendees you may need to set aside additional spaces. This will require providing additional signage for these spaces. You also will need to have some spaces that are specifically van accessible.

Accommodation Description	Notes
Ensure all common areas are wheelchair accessible via ramp, lift, or elevator. If a presenter needs accommodations, then stages will also need to be accessible.	Common areas at most hotels and venues should already be accessible by ADA standards. When planning for stage set up with your tech crew you will need to consider accessibility.
Provide electrical outlets for attendee usage.	Conference room may already have outlets built into the floor. However, if not then power strips should be installed for additional outlets for those who need them.
Make workspaces/tables available in session and event rooms.	Provide a few tables as workspaces in session rooms.
Tables should be high enough for a wheelchair user to roll under.	Height minimum 28" and maximum 34". There are more detailed ADA guidelines for tables .



Accommodation	Notes
Description	
Provide toileting area and a water area for service animals.	The venue may already have a pet relief area. If not, then you will need to designate an area and provide signage
Unlock accessible entrances and lifts.	If lifts require keys to operate make sure these are left in the lifts for the duration of the conference.
Provide stools and chairs at social events.	At least chairs should be provided, but stools are good for varied seat height.
Provide 2-3 chairs at each poster for poster sessions.	These are for attendees, not presenters (see below for presenter).
Provide chair for each presenter at poster sessions.	This could be a stool instead of a chair depending on the presenter's preference and venue availability.



Online Space Accommodations

Accommodation Description	Notes
Conference mobile application should have accessibility features built into both backend and frontend.	We can provide you with resources and suggest experts for coding review.
Camel case should be used for all hashtags.	Camel case is #WritingLikeThis instead of #writinglikethis
Include alt text for all images posted online.	The American Anthropological Association's Guidelines for Creating Image Descriptions is extremely detailed and helpful.
Provide captions for all video content.	The gold standard is to have these done manually or at least edited manually. Auto-captions can be wrong and should not be used as a standard. Services such as Rev Captioning and 3Play Media are useful for this.
Provide audio description for all video content.	This would be done through a service provider. 3Play Media is the provider we use.

Accommodation	Notes
Description	
Have a very clear place on the site to request accommodations (not just during registration) and be responsive to requests.	There should be a clear link on the site to request accommodations. All requests should receive a timely response.
Mobile app should be launched at least a month in advance.	This allows users to get familiar with the app if they are using accessibility features.



Conference Session Accommodations


Accommodation Description	Notes
Provide presenter guidelines.	This would be part of our consulting services.
Provide captions during sessions.	This would be done through a live captioning service.
Provide screen readable electronic version of all printed materials.	This can be done through Adobe Acrobat Pro.
Provide large-print versions of all printed materials on request.	Large print is 16pt-18pt.
Provide braille versions of all printed materials on request.	These can be specially printed.
Have an assistive listening system set up.	There are several options, and this will depend on what the venue already has in place.
Reserved seating in the following areas: near presenter, near entrance, at the back, on some aisle seats.	You need to mark off seating with some sort of signage.

Accommodation Description	Notes
Make slides available in advance as both a digital and paper handout.	The digital version can be made available on the conference webpage or app, as applicable.
Repeat questions asked during Q&A if microphone isn't used.	This should be part of presenter guidelines if presenters are fielding questions. If it is a moderated panel then the moderator can repeat questions.
Provide a roving microphone for Q&A.	Having a stationary microphone for Q&A makes it difficult for everyone to be able to ask questions, it is best to have the microphone come to the attendee.
Make multiple microphone types available for presenters (hand mic, lapel mic, etc.).	This can be asked of presenters ahead of time.
Provide adjustable height mic stands and podiums.	Also assist with changing the height if needed.
Provide a stool or chair for presenters.	Dependent on presenter's preference.

Meal Accommodations

Accommodation Description	Notes
Tent cards listing all ingredients and calling out common allergens, including oils and spices.	Catering may already provide some type of tent card, and you will need to request that all the information is listed on the card. If tent cards are not possible then make this available in another way, such as a printout or on the mobile app.
Indicate carb counts for all food on tent cards.	Catering may already provide some type of tent card, and you will need to request that all the information is listed on the card. If tent cards are not possible then make this available in another way, such as a printout or on the mobile app.



Accommodation	Notes
Description	
Have some disposable dishware available or use lightweight reusable options for everything (not heavy plates/cups).	If catering has a lightweight option choose that for general use, otherwise provide a separate option as an accommodation. Heavy tableware can be hard for people with disabilities to use.
Make straws available on request.	Straws can be provided at registration or during dining events.
Keep common allergens separate from allergy-free foods.	This may require setting up a separate station or setting the station up in a way that allergy-free food can't be easily cross-contaminated.
Provide vegan and gluten-free options.	Discuss this with the caterer ahead of the event.
Provide a sober area/table at all dining/social events.	Note the availability of this in programs, web/mobile information, and through signage at the event.
	

Other Accommodations

Accommodation Description	Notes
Have a point of contact for accommodations throughout conference.	This can be someone who is already in charge of operations or it can be a separate position. It should be very clear how to reach this person.
Make it clear that accommodations and assistance can be requested through pre-conference communications, signage at the venue, mention of accommodations during registration, etc.	Ideally there should be a number to call to request accommodations at any point during the conference should issues arise.
Provide ASL interpretation.	There are two options: 1) provide ASL interpretation at every single event (sessions, meals, social, etc.) or 2) provide interpreter to accompany each person who requests this accommodation.
Provide an accessible map of area around venue/city.	We can help generate this if we provide consulting.

Accommodation Description	Notes
Provide small whiteboards with dry erase markers at registration for hard of hearing, deaf, and/or non-verbal attendees.	In addition to providing these at registration can have extras available at sessions, social events, etc.
Provide a list of local resources (doctors, wheelchair repair, veterinarians for service animals, etc.)	We can help generate this list if we provide consulting.
Have fidget devices (cubes, spinners, silly putty) available at registration.	Opt for quiet devices to avoid disruption.
Ensure all third-party staff (catering, hotel, etc.) are aware of accommodations being provided and are prepared to assist attendees.	They should also have accessibility point-person's contact.
Have student volunteers available to help with accessibility needs throughout conference (sessions, social events, in between sessions, etc.).	Volunteers will need to be made aware of accommodations and should know who to contact if they have questions.

Contact Us

Blue Trunk Foundation
PO Box 5041
Charlottesville, VA 22905
434-218-2296
www.BlueTrunk.Org
info@BlueTrunk.Org



Find us on
Facebook

www.Facebook.Com/BlueTrunkFoundation



Instagram

[@BlueTrunkTravel](https://www.instagram.com/_BlueTrunkTravel)

