



## **CONTENTS:**

- 1. Meeting Guidelines*
- 2. Event Analysis: Key Questions*
- 3. Accessibility Guidelines for Presentations*
- 4. Contracting with the Hotel: Sample Language*

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The Vera Institute of Justice combines research, technical assistance, and demonstration projects to help leaders in civil society improve the systems people rely on for justice and safety.

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# Meeting Guidelines

## Version 1

Please help us create an environment where everyone can participate equally and comfortably by following these guidelines.

- Turn your cell phone to the vibrate position.
- Use the microphone when available.
- State your name at the beginning of speaking in front of the group.
- Pace yourself when you speak to the group to allow time for the interpreting process, which can lag a few seconds behind the spoken discussion.
- Use people first language (say “people with disabilities” and not “disabled people” and avoid expressions that draw from violent references (i.e., “it strikes me,” “take a stab at it,” etc.).
- Explain any acronyms or jargon you may use.
- Push your chair into the table when you leave.
- Ask permission before you take someone’s picture.
- Remember and be respectful of the fact that we are coming from different fields, with different histories and languages.
- Create a safe place for people to learn; if there is a conflict, use it as a learning opportunity.

# Event Analysis

## Key Questions

### American Sign Language Interpreters

- Will Deaf people be in attendance?
- Is the number of interpreters budgeted sufficient to create a comparable experience for Deaf attendees?
- Is the amount budgeted sufficient to secure qualified interpreters?
- Will local interpreters be used or will interpreters be flown in? If it is the former, can qualified interpreters be secured in the meeting city?



### Audio Visual Costs

- If the meeting has fewer 30 people:
  - What are the room size, setup, and acoustics?
  - Will Deaf and/or hard of hearing people be in attendance?
- If the meeting has more than 30 people:
  - Have A/V costs been included for general and breakout sessions?
  - Have enough microphones been estimated per room so presenter(s), interpreters, and audience members can use them?

### Braille

- If using printed materials, is a line item for Braille included?
- Will you repurpose funds in the budget to provide Braille if requested?

### Electronic Resources

- Does the individual responsible for design and layout have expertise in accessibility?
- Are access features embedded in electronic documents to ensure access for people using screen readers and other assistive devices?
- What process will your organization use to assess its e-resources for accessibility before they are finalized and distributed?

# Event Analysis

## Key Questions

### Printing in Large Font

- Are increased printing estimates included to allow for large font materials to be printed?
- Assume 25% more printed pages at 18 pt font.

### Room Rental Fees

- Do the room rental fees assume enough rooms and rooms of ample size to set the event for access (i.e., 30 percent more attendees than anticipated)?

### Video

- If videos will be shown during the event, are funds included to caption the video?
- Does the content or intended audience warrant simultaneous interpreting?
- If an existing video is not captioned, are ASL interpreters included?

### Website: If using a website to advertise the event:

- If developing new website:
  - If you're using an out-of-the-box platform (like Word Press, for example), is it 508 compliant? Will you be able to maintain access features when designing and populating the website?
  - If designing a website from scratch, what is the expertise of the developer and designer? Do you plan to test the prototypes and final designs with people with disabilities and Deaf people?
- If existing:
  - Has you tested the accessibility of the website?
  - Do any known access issues exist? Is there a plan in place to remove them?
- For all websites:
  - If the site includes videos, are they captioned?
  - If the site includes images, are alt-text descriptions used?
  - If materials are available for download, are they available in multiple, accessible formats (PDF, text)?

# Accessibility Guidelines for Presentations



All presentations and materials must be accessible to all participants. To create accessible presentations and materials, please keep in mind the following guidelines and learning considerations.

## **Deaf Culture**

- While not everyone who is deaf or hard of hearing identifies with Deaf culture, many members of the Deaf community do. The term Deaf, with a capital D, is used to reflect their cultural identification. Their culture, known as Deaf culture, was developed based in part on a shared language, which in the United States is American Sign Language (ASL). Like any other culture, Deaf culture has its own values, norms, community institutions, and history that are important to understand and incorporate when serving Deaf survivors.
- Please use Deaf with a capital D to refer to Deaf survivors, and people who are hard of hearing.
- Do not use the terms hearing impaired, deaf-mute, or deaf and dumb.

## **People First Language**

- All presentations and materials must use people first language.
- Put the person before the disability, e.g. use “person with a disability or who has a disability” or “people with disabilities or who have disabilities.”
- Avoid using language such as disabled, handicapped, patients, or crippled.
- Other examples include:
  - Use wheelchair user or uses wheelchair, do not use the terms wheelchair bound/confined to a wheelchair.
  - Use people who have a development disability or people with developmental disabilities. Do not use the terms mentally retarded or retarded.

## **Power Point Presentations**

- Use simple slide backgrounds, for example, avoid backgrounds with images.
- Choose backgrounds that are in sharp contrast to your font color.

# Accessibility Guidelines for Presentations

- Use at least 18-point font. For body text, use a sans serif font, for example, Arial or Tahoma. Use font colors that contrast sharply with your background.
- As much as possible, use common 1-2 syllable words. Define unfamiliar, but necessary, words and terms.
- Be consistent with words and terms used, use the exact same wording each time.
- If possible, convey complicated concepts using pictures and stories.
- As much as possible, present information in bullet points with a maximum of 4-5 points per slide. Try to avoid slides heavy in text.
- Use headers to identify new sections and topics.
- Line up or justify the left margin. Do not justify to the right or center.
- Any video or audio elements must be closed or open captioned.
- Pace your presentation. As a general rule, use 1-2 slides per minute.
- Be prepared to fully describe any graphics or pictures used in your presentation.

## Handouts

- Use at least a 14-point font. For body text, use a sans serif font, for example, Arial or Tahoma.
- Use headers to identify new sections and topics.
- Line up or justify the left margin. Do not justify to the right or center.
- Handouts should be provided in a format that can easily be converted to a larger font size.
- Hard copies of handouts will not be provided, however, handouts will be included on a USB flash drive for all participants.

## During the Presentation

- Speak clearly at a nice, easy pace; this allows for optimal translation via the interpreter.
- Be mindful of your position in the room; keep the line of sight to your presentation and to the interpreters clear. Do not walk, or stand, in front of interpreters.
- Be mindful about the type of directions that you give the audience. For example, do not ask the audience to refer to a handout while you continue to speak at the same time. Give the audience time for review.
- Be sure to always use the microphone (or to have your interpreter use the microphone) and remind audience members to also use the microphone.

## Accessibility Guidelines for Presentations

- Ensure that interpreters can be seen if the lights are dimmed.
- Be mindful to face the audience as interpreters and participants using other accommodations may rely on your facial impressions.
- Avoid jargon and acronyms. If you use an acronym or terms specific to your field of work, be sure to explain them.
- Be sure to slow your speaking rate if you are a rapid speaker.
- Be sure the audience is clear about any questions or comments.
- Repeat or paraphrase all questions and comments from the audience.
- Be mindful of varying abilities when asking for audience participation. For example, some people may not be able to raise their hands to participate in question and answer periods.
- If you are planning to read something aloud (a quote, a bio, a paragraph) during your presentation, please read slowly.
- When conversing with a Deaf participant via an interpreter, look at the participant and address her directly.

# Contracting with the Hotel

## Sample Language

### Accessibility-Related Clauses for Hotel Contracts

#### RELOCATION CLAUSE

The Hotel agrees that it will not relocate guests requiring ADA rooms. However, in the event any other Vera Institute of Justice Guest with a guaranteed reservation cannot be accommodated by the Hotel, the Hotel will provide the following:

- Accommodations at a comparable Hotel as close as possible and at no charge to the guest. This is applicable to the first night that guest is displaced from the Hotel and any night thereafter.
- One complimentary round trip group transportation between Hotel and the alternate Hotel for each day the guest is displaced.
- Two five-minute phone calls (or one ten minute phone call) and necessary arrangements for forwarding of the displaced guests' telephone messages, packages and mail.
- Offer to relocate displaced guest back to first available room in the Hotel. If room becomes available and the guest elects not to return to the Hotel, the Hotel will have no further obligations under this clause.
- Upon return to the Hotel, the guest will receive upgraded accommodations (if available) and a welcome expression and amenity from the General Manager.
- Credit will be applied to Vera Institute of Justice's room block for any displaced guest room nights.
- Hotel will immediately notify onsite Vera Institute of Justice's Planner of relocation and any follow up action.

#### FUNCTION SPACE

Based on the requirements outlined by Vera Institute of Justice, the Hotel has reserved the function space set forth on the Program of Events attached to this Agreement.

Hotel agrees to set all banquet functions so they are accessible for group participants with disabilities. In order to meet this requirement the following will be done:

- Buffet stations will be positioned so there are clear 36 inch aisleways and room for a 60 inch turning radius.

## **Contracting with the Hotel**

### **Sample Language**

- All buffet stations will be set so that food/utensils/display items are flush to the table. Cups/plates will be stacked no more than two high and no risers of any kind should be used.
- All tables (crescent rounds) in the general session rooms will be set (at a minimum) with 36 inch aiseways between each tables (measure from chairs from one table to chairs of the next) to allow for appropriate wheelchair access
- The main staging in the General Session spaces will be equipped with an ADA regulation wheelchair ramp to allow stage access to staff and presenters who use wheelchairs.
- All breakout rooms (theatre) should be set with ample aisle ways. Hotel will make every effort to space the rows such that each row allows for a 36 inch aisle way between chairs.

### **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

Each party agrees to use good faith efforts to ensure that it complies with its obligations under the Americans with Disabilities Act and the Act's accompanying regulation and guidelines (collectively the "ADA"). Each party further agrees to indemnify and hold the other party harmless from and against any and all claims and expenses, including attorney's fees and litigation expenses, that may be incurred by or asserted against the other party or its officers, directors, agents, and employees on the basis of the indemnifying party's non-compliance with any of the provisions of the ADA. Vera Institute of Justice agrees to provide Hotel with reasonable advance notice about the special needs of any attendees of which Vera Institute of Justice is aware. Hotel agrees to ensure that all necessary staff will attend a training on "Disability Etiquette" provided by the Vera Institute of Justice which will be scheduled and provided within one month of the program.