

Disability-Related Considerations for Events

- All events open to the public or the Brown community at-large should be held in rooms that have wheelchair accessibility as well as access to accessible restrooms.
 - An accessibility map is available on the Facilities web site: <http://fm-cad.plantops.brown.edu/482840841/>
 - Contact the DSS office at 863-9588 to ask about the accessibility of a particular space.
- All events open to the public or the Brown community at-large should include a statement in all advertising materials that directs people with disabilities who may need to request accommodations to a contact person for the event. A statement such as the following can be used:
 - “To request special services, accommodations or assistance for this event, please contact (provide name, email address, and phone number) as far in advance of the event as possible.”
 - It is usually reasonable to ask people to request accommodations with some advance notice before an event, provided you have given them adequate time to provide that notice.
 - You will need to make a reasonable attempt to meet all requests, regardless of when they come in; please consult with DSS office if you are concerned that a request cannot be met.
- Contact the DSS office to get support and information about providing accommodations; DSS can help find interpreters, convert materials to Braille, secure lift keys, provide accessibility maps, coordinate services, etc.
- If you are using a space that requires a lift or use of a door without an electronic opener, you may need to designate someone to meet anyone using a wheelchair to assist them in entering and exiting the event.
- Make sure students and staff working at the event are aware of accessible features such as routes that wheelchairs can travel, TTYs, accessible parking, lifts or elevators and accessible restrooms (which sometimes may be in a nearby building).
- Provide students and staff working the event any details surrounding accommodations you are providing for the event. Sometimes policies, practices or procedures may need to be altered to provide access. It will be important for this to be clear up front to avoid any confusion at the event.
- If a sign language interpreter will be used for the event, please inform all speakers that it is appropriate for them to address the person using the interpreter, not the interpreter.
- If you are having a closed event, make sure you still address the needs of any attendees that have disabilities.